



calvarysd  
calvary christian academy

1771 E Palomar Street Chula Vista, Ca 91913 • 619.421.1100

Individuals who desire to fulfill community service hours at Calvary Chapel San Diego (CCSD) must read and understand the process and required conduct listed below.

Community Service will be completed through the **Facilities Department** only.

### COMMUNITY SERVICE

*Community service refers to service that a person performs for the benefit of his or her local community.*

*Engaging in community service provides individuals with the opportunity to become active members of their community and has a lasting, positive impact on society at large. Community service enables those participating in serving to acquire life skills and knowledge, as well as provide a service to those who need it most.*

*Giving back to the community should be something people should volunteer to do willingly.*

#### **Getting Started:**

1. If interested, the individual will contact the CCSD, Facilities Department at (619) 421-1100.
2. The Facilities Manager will schedule and confirm date/timeframe of service.
3. The Facilities Manager will communicate REQUIREMENTS to the individuals.

#### **Age Requirement:**

1. Individuals must be at least 15 years old.

#### **Service Days/Time:**

1. Saturday and/or Sunday (ONLY)
2. Times Available: 7:00 am – 2:00 pm

#### **Release and Waiver of Liability Form:**

1. Individuals must read and sign/date the Release and Waiver of Liability Form and present completed document to the Facilities Manager on date of service.
2. Individual will not be allowed to serve if the form is not completed.

#### **Number of Individuals:**

1. One individual at a time

#### **Logging Hours Served:**

1. Individuals are responsible for accurately keeping a log of the community service hours completed.

#### **Breaks and Lunch:**

1. Breaks and lunch breaks will be communicated by the Facilities Manager.
2. If an individual is working more than a six (6) hour day they should bring a sack lunch/drink.

## **PERSONAL APPEARANCE**

Individuals shall dress appropriately for the job/task assigned. Dress should be modest, clean and friendly. Individuals should wear shoes that provide support and safety throughout the workday (1 Cor 10:31-32; 1 Cor 8:9; 1 Pet 3:3-4).

The following dress standards have been established to ensure your personal safety while serving:

- i) Individuals must wear shoes with flat non-skid sole, and closed toe and heel.
- ii) Clothing must cover the top portion of their legs when seated; cover their back, shoulder and midriff.
- iii) Gloves (unless required for safety purposes), ties, and loose clothing may not be worn around moving equipment of machinery.
- iv) Jewelry should be worn in moderation. Individual's piercing should not be visible while serving (i.e., nose rings, belly rings).
- v) No clothing that is sexual, gang, or alcohol in nature (i.e., tee shirts).
- vi) Tattoos must be covered during service.

If an individual reports to CCSD improperly dressed or groomed, the Facilities Manager has the right to reschedule the service for another date/time.

## **CODE OF CONDUCT**

To ensure orderly operations and provide the best possible work environment, CCSD expects individuals serving to follow rules of conduct that will protect the interests and safety of all persons and the organization.

Although it is impossible to list all forms of behavior that are expected and prohibited, the following lists provide examples of expected and prohibited behaviors.

Individual's conduct while completing Community Service requirements at CCSD includes, but is not limited to:

- A male and a female will not ride alone together in a car or be alone together in an office with the door closed;
- Treating all church members, visitors, and coworkers in a courteous and loving manner;
- Refraining from behavior or conduct that is offensive or undesirable, or which is contrary to CCSD's best interests;
- Reporting to the leadership of CCSD suspicious, unethical, or illegal conduct by workers, members, or suppliers;
- Reporting to the leadership of CCSD any threatening or potentially violent behavior by workers, members, or visitors;
- Performing assigned tasks efficiently and in accordance with instructions;
- Reporting to Community Service punctually as scheduled;
- Stealing, destroying, defacing, or misusing CCSD's property;

- Falsifying or altering any CCSD record or report;
- Possessing, distributing, selling, transferring, or using illegal drugs;
- Using profanity, vulgarity, or abusive language;
- Engaging in or threatening acts of workplace violence, including but not limited to:
  - Possessing firearms, other weapons, explosives or other dangerous materials on CCSD's property;
  - Fighting or assaulting a coworker or any other person; or
  - Threatening or intimidating a coworker or any other person.
- Engaging in any form of sexual or other harassment;
- Disclosing confidential information of CCSD;
- Misusing CCSD's communications systems, including electronic mail, computers, Internet access, and telephones;
- No cell phone use during service hours;
- No Ipods or other form of audio/video devices while serving should be used;
- Refusing to follow ministry leadership or a supervisor's instructions concerning a ministry-related matter or being insubordinate or disrespectful;
- Failing to follow safety or health rules;
- Playing pranks or engaging in horseplay, roughhousing or wrestling of any kind;
- Wearing inappropriate clothing or jewelry and having an inappropriate personal appearance;
- Engaging in boisterous or disruptive activity while serving;
- Engaging in negligent or improper conduct leading to damage of ministry-owned or other property;
- Engaging in unauthorized absence from assigned area of service;

These examples of prohibited behaviors *are not intended to be an all-inclusive list*.

At CCSD's discretion, any violation of CCSD's rules or any conduct considered inappropriate or unsatisfactory may subject the individual termination of service.



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### RELEASE AND WAIVER OF LIABILITY FORM

I, the undersigned, will be participating in **Community Service** (hereafter the "activity") at Calvary Chapel San Diego (CCSD) on or about \_\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_.

I recognize that there are risks involved in participating in this activity and hereby assume all risk of injury, harm, damage, or death in connection with my participation in this activity. I understand and agree that neither CCSD nor its trustees, officers, directors, employees, agents or representatives may be held liable in any way for any injury, harm, damage, or death that may occur to me as a result of my participation in this activity and hereby release CCSD, its trustees, officers, directors, employees, agents and representatives from any injury, harm, damage or death, which may occur while I am participating in the activity. To the fullest extent permitted by law, I agree to save and hold harmless CCSD, its trustees, officers, directors, employees, agents and representatives from any claim by myself, my estate, heirs, successors, assigns or other persons arising out of my participation in the activity.

I authorize CCSD through its trustees, officers, directors, employees, agents or representatives to render or obtain such emergency medical care or treatment for me as may be necessary should any injury, harm or accident occur to me while participating in this activity.

#### IF APPLICABLE:

I understand and acknowledge that CCSD does not provide health or medical insurance in connection with the activity and I agree that I will be financially responsible for any bills incurred as a result of medical treatment, including emergency medical treatment and/or transportation to a medical facility, in connection with my participation in the activity.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

(If individual is a minor then a Parent/Guardian signature **IS REQUIRED**)

Parent/Guardian Contact Telephone Number: \_\_\_\_\_