

St. Gabriel School

PTU Volunteer Code of Conduct

PTU Mission Statement

The purpose of the St. Gabriel Parent Teacher Unit (PTU) is to bring parents and teachers together to promote the spiritual, academic and social well-being of the students at St. Gabriel School while fostering a cooperative, supportive school community among parents, teachers and school staff members.

Volunteer Purpose

As a school and faith community, we are called to serve one another in love. The Parent-Teacher Unit (PTU) is built on the generosity of volunteers who share their time, talents, and energy for the good of our children and school. This policy outlines how we treat one another, so that all our efforts reflect the values of respect, kindness, and cooperation.

Volunteer Responsibilities at Events

When volunteers commit to serving at a PTU-sponsored event, they are expected to:

- Arrive on time and remain for the duration of their scheduled shift.
- Fulfill the duties as assigned by the PTU Board, committee chair, or event coordinator.
- Work in a spirit of cooperation, respect, and flexibility, understanding that assignments may be adjusted as needs arise.
- Conduct themselves in a manner that reflects the values of St. Gabriel School—demonstrating kindness, patience, and support for students, staff, and fellow volunteers.

By signing up to volunteer, each individual agrees to honor their commitment and to carry out their responsibilities in a way that strengthens the PTU's mission and builds up our school community. All volunteers must complete mandatory VIRTUS training, be up-to-date on training bulletins, and have a current BCII background check on file with the church office. Without these requirements, parents and/or guardians will be unable to volunteer.

Respect for PTU Officers and Leadership

- PTU officers are fellow volunteers who have accepted the responsibility of leading this important school resource, organizing events, and guiding efforts for our community.
- Scripture reminds us to “Encourage one another and build each other up” (1 Thessalonians 5:11) Volunteers are expected to approach all individuals with encouragement, patience, and respect.
- Constructive criticism is welcome when shared in a spirit of charity and with a desire to strengthen the work.

Faithful Communication

- Offer suggestions or concerns with humility, focusing on positive solutions and the mission of serving our children.
- Recognize that the PTU team balances many responsibilities. Approach interactions with understanding and grace.

Submitting Concerns or Complaints

- If you have a concern, first address it privately and respectfully with the person involved.
- If further steps are needed, concerns may be shared in writing with the school administration and/or parish volunteer coordinator who will review them prayerfully and thoughtfully.
- Concerns should be constructive, factual, and offered with the intent of building up our community. Anonymous complaints will not be considered.

Our Shared Commitment

We commit ourselves to act with Christian love, patience, and respect in all our volunteer efforts. By honoring one another and valuing the service of every person, we create a PTU that not only supports our school but also reflects our faith in action and the goal of building a stronger St. Gabriel School community.