

# Providence Christian Academy



## Volunteer Handbook

# Table of Contents

## INTRODUCTION

Mission Statement.....	3
Philosophy .....	3
Classical Approach to Education .....	3-4
Core Values .....	4-5
Statement of Faith .....	5
Vision .....	6
History .....	6-8
Board of Directors .....	8
Affiliations .....	8
Purpose of this Handbook .....	8
What to Expect from PCA .....	9
Volunteer Expectations .....	9
Rules of Conduct.....	9-10
Acknowledgement Form .....	11

# **PROVIDENCE CHRISTIAN ACADEMY**

## **Mission Statement**

Providence Christian Academy's mission is to teach students to seek God's truth and equip them with the tools for a lifetime of learning.

## **Philosophy**

Providence Christian Academy (PCA) was established in 1996 as an academically advanced, inter-denominational school without affiliation to any one church body. PCA is governed by a Board of Trustees which is comprised of individuals who meet the criteria of being a trustee established by the committee on Trustees.

PCA operates on a three-pillared foundation. The first pillar is a Christian worldview. Believing that all truth is God's Truth, PCA provides a biblically-based education which teaches students to approach their studies and all of life through the perspective of the Bible. The second pillar is a classical education. Understanding that people learn best through a series of stages outlined in the time-honored and proven model of the Trivium, PCA offers a rigorous yet delightful experience in each content area. PCA equips students for success in their educational undertakings through the age-specific teaching tools and cumulative approach to learning inherent in the grammar, logic and rhetoric stages of the Trivium. The final pillar is parental involvement. Realizing that the education of young people is the responsibility of parents, PCA operates as an extension of the family "in loco parentis." Through required classroom observation, attendance of various school functions and understanding of school policies and philosophies, parents are obliged to take an active role in their children's education and experience at PCA.

The academic community at PCA offers students, parents and faculty the opportunity to think for themselves in light of God's word and pursue an excellent work "as unto the Lord."

## **Classical Approach to Education**

Birthered by ancient Greeks and Romans, refined by generations of Europeans and employed by early Americans, the classical model of education has shaped the growth of Western civilization over the last thousand years.

Early Christians incorporated the core concepts of Classical education into a teaching method centered on the Seven Liberal Arts. The first three of these disciplines, collectively called the Trivium, focus on providing students with the "tools of learning," training them not only to comprehend the content being taught but to master a means of learning that can be applied to any content area. The Trivium consists of the arts of grammar, logic and rhetoric. The study of

grammar focuses on the foundational “bits and pieces,” the facts of a given subject which must be memorized. Logic is the reasoning or set of thinking skills that ties those facts together and leads to deeper understanding. Rhetoric teaches students to express what they have learned in a polished and effective way, emphasizing genuine understanding and graceful communication.

PCA employs a two-fold approach to the Trivium; it influences what we teach as well as how and when we teach it. The elements of the Trivium naturally line up with the developing stages of a child, thus Classical education capitalizes on the natural abilities and desires of the student at each stage. At the grammar stage, elementary students use chants, songs, rhymes, and drills to aid mastery of the basic facts of different disciplines. Latin is introduced at this stage when students are best equipped to successfully memorize the vocabulary and other building blocks of language. As students progress to the logic stage, they learn to analyze the basic information of each content area. In addition, a formal logic class is taught at the middle school level, the stage when the tools of logic, discussion and debate are highly utilized. The rhetoric stage, during the high school years, develops the student’s communication skills through thesis papers, speeches, presentations, drama, etc. Great works of literature are integrated as part of each stage of a classical education.

While the Trivium provides the model for our curriculum and instructional methods at PCA, it should be noted that these time-honored practices of Classical education are incorporated in all subject areas at all stages of learning. Though critical thinking skills are formally taught, emphasized and pervasively used at the middle school level, they are introduced and utilized during the elementary years. By the same token, students at the rhetoric stage are still responsible for the memorization and recall of material.

Classical education furnishes students with the basic thinking and character skills needed for a lifetime of growth and learning. By implementing these proven educational practices in a purposefully Christian atmosphere, PCA is raising up a generation of leaders who are equipped to impact their culture for God’s glory.

## **Core Values**

In the programs and teaching at all levels, as well as through extracurricular activities and examples set by faculty and staff, PCA strives to:

- 1) Base all instruction on the foundation of scripture while following an integrated approach to curriculum (II Timothy 3:16-17).
- 2) Provide a clear model of biblical Christian life through the school staff and board (Matthew 22:37-40).
- 3) Disciple every student to develop a personal relationship with God the Father through Jesus Christ and to be empowered by the Holy Spirit as agents of redemption in their world. (Matthew 28:18-20).
- 4) Employ a challenging, yet well-balanced classical approach to education with an emphasis on grammar, logic, and rhetoric in all subjects.
- 5) Encourage every student to develop a love for learning and to achieve maximum academic potential.

- 6) Provide an orderly and secure atmosphere conducive to maintaining these standards.
- 7) Operate as an extension of the family with delegated authority (in loco parentis) from the parents.

## **Statement of Faith**

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21)
2. We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).
8. We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25).
9. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other and that God's command is that there be no sexual intimacy outside or apart from the marriage between a man and a woman (1 Corinthians 6:18, 7:2–5; Hebrews 13:4, Romans 1:26).
10. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27, Psalm 139:14, Matthew 19:4).
11. We believe that all human life is created by God in His image and is sacred from conception to natural end (Jeremiah 1:4-5, Job 31:13-15, Psalm 127:3, Psalm 139:14, 1 Corinthians 3:16-17).

Our Statement of Faith is not exhaustive of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind

and is the unchanging foundation for all belief and behavior. The Providence Christian Academy Board of Trustees holds final interpretive authority on the Statement of Faith.

## **Vision**

PCA will thrive as a model of an academic and spiritual community of individuals living well-rounded, Christ-like lives.

Our students will be taught to respect their own unique purposes and the unique qualities of others in the light of the distinctiveness of all God's creation. Their minds will be trained in the classical approach to learning and will be exposed to classical culture, literature and language. Their hearts will be inspired toward an appreciation of the world in which they live, enabling them to humbly and positively affect their culture for the Kingdom of God. They will have a biblically-based education which they can draw upon to sustain their faith and learning for a lifetime.

Our highly-qualified faculty will consist of lifelong learners and will lead our educational community. With adequate support, our faculty will not only mentor in academics but collaborate with students and parents in a broad-based extra-curricular "life," including sports, fine arts activities, and classically-based social organizations.

Our parents will fully embrace their educational responsibilities in the lives of their children and our school. Further, parents will be fully invested in their own growth and that of the community.

PCA's outreach to the broader Murfreesboro community will include partnering with local churches, educational institutions and various faith-based ministries in ways which are consistent with our Philosophy, Mission, Core Values, and Statement of Faith. This will enable us to offer educational services and assistance to a diverse ethnic and socio-economic population of academically-capable students and like-minded families. Further, we will reap the benefits of associating with a wide group of experts in their respective fields.

PCA will embody a community of believers genuinely pursuing academic and spiritual maturity in our society.

## **History**

PCA was conceived by the Holy Spirit and planted first in the heart of Sheila Given in the spring of 1994 while she was participating in an *Experiencing God* bible study. After much prayer and dialogue with various church and educational leaders, God led Mrs. Given to home-school educators Nancy and Jim Carter, who felt led to join God's project. In August 1996, a community-wide meeting was held which attracted over ninety adults desiring a new, free-standing, non-denominational, Christian school committed to academic excellence in Murfreesboro.

From the community-wide meeting emerged a group of additional leaders including Melody and Bill Noah, Steve and Diane Preston, Glyn and Betsy Boone, Gary Holt, and Frank Hall. Each brought diverse gifts and abilities which they hoped to offer for the start of the new school.

Particularly Mrs. Given, Mrs. Carter, and Mrs. Noah each brought elements which were to become the pillars of the future Providence Christian Academy.

In the fall of 1997, housed in Believers' Chapel Church, PCA opened its doors as a kindergarten through sixth grade school with 31 students, 4 classroom teachers, 3 fine arts teachers, 2 administrative staff, 7 board members, and a host of parents from a variety of Christian churches. James Frazee served as Chief Administrator.

PCA's second year had an enrollment of 62 students. In the second year of operation, PCA purchased and, under the direction of Rick Thurman, remodeled a horse riding and training facility on DeJarnette Lane adjacent to land donated to PCA. Prior to the remodel completion, PCA was housed at Saint Rose Catholic Church and College Heights Chapel. Carl Buckner, retired Superintendent of Rutherford County Schools, helped with administration during that school year. There were 101 students in the third year, and Mr. Frazee served as principal.

From 2000 to 2003, Lisa Carlton, an original PCA faculty member, served as principal of the growing Grammar School, K-6<sup>th</sup> grade. A brave endeavor was pursued to fulfill the vision of being a K-12 grade school. After a year of experimentation, the board decided to focus exclusively on the K-8<sup>th</sup> grade foundation and postpone the development of the high school. Overall school enrollment during the fourth year was 120 students and grew to 169 over the next four years, with the successful addition of 7<sup>th</sup> and 8<sup>th</sup> grades. In the fall of 2003, Mr. Frazee, having received a Master's in Education, was recalled as principal with Mrs. Carlton as Director of Curriculum and Instruction.

These were stabilizing years for PCA, and the faculty grew in number, experience and expertise. The board managed an unwieldy budget and then determined that there was significant interest within the school community to undergo a \$2.5 million building project. This was successfully completed in September of 2004. Coinciding with the joyful opening of the new building, PCA experienced a heartbreaking loss on September 29, 2004, when James Frazee passed away unexpectedly. Lisa Carlton served as principal of PCA for the remainder of the 2004-2005 school year.

The board hired Ted Trainor as headmaster of PCA in July 2005. Mr. Trainor served as headmaster from July 2005 until December 2006. Mrs. Carlton served in the interim headmaster position from January through May 2007. In May, after an extensive search, the board hired Joseph Fox to lead Providence in the continued growth of its high school. Mr. Fox served until September of 2008. IN 2015, Mr. Butch Vaughn was named headmaster. Mr. Butch Vaughn served PCA as headmaster from 2008-2015. In July 2015, Dr. Bill Mott began serving as the head of school. Dr. Mott served as head of school from 2015- 2022. In July 2022, Dr. Andy Sheets was named head of school for PCA's growing PreK- 12th grade school.

Throughout PCA's history, board chairpersons have included Jim Carter, Glyn Boone, Bret Hinson, Julie Knox, Michael Hein, Mike Thomas, Kyle Ingrum, Mark Hardison, and Ben Bobo.

PCA was accredited with both ACSI and SACS in July of 2010. The school is housed on 37 acres in three buildings totaling approximately 127,679 square feet. In the summer of 2009, the upper school building went through renovations to add more classrooms and to aesthetically enhance the building. A building committee began to develop plans for a highschool expansion as the high school program continued to grow. In 2013, the *Limitless* capital campaign was launched to fund the expansion. In 2014, the expansion plans were realized with the completion of two new building additions. The existing building is now home to the Logic School. One of the buildings completed in 2014 is connected to the back of the original building and includes a multi- purpose room, two art classrooms and two music classrooms. The second building that was completed in 2014 is connected to the front of the existing school building and houses the School of Grammar.

In 2017, a master site planning committee was formed, and it was determined that the most immediate need was for additional Rhetoric School classroom space and a new, larger gymnasium to be utilized for high school sports, physical education, and other needs. The *Building Excellence* capital campaign was launched in 2018 and construction began in 2019.

In July 2021, PCA celebrated the opening of the newest building, The Allen Family Academic and Athletic Center. The Allen Center houses the 9th-12th grade Rhetoric School classes and includes 16 classrooms, 2 science labs, a Student Union, a new 1,200 seat gymnasium, locker rooms, a weight room, office spaces, meeting spaces, and storage areas. In addition, as part of this building project, parking capacity was increased, the Lower School playground was relocated, and the two driveway entrances off of DeJarnette Lane were widened.

PCA now has a total of 58 operational classrooms.

## **Board of Directors**

PCA is a not-for-profit corporation, therefore the fiscal and policy-making authority is vested in a self-perpetuating Board of Trustees. Board members are faithful Christians as evidenced by their lives and involvement in a local evangelical church. A list of current board members is available in the office.

## **Affiliations**

PCA is dually accredited through Cognia (formerly known as AdvancED) and SAIS.

PCA is a member of the Association of Christian Schools International (ACSI). ACSI, founded in 1978, is the largest Christian school organization in the United States. ACSI has over 2,500 member schools representing nearly 1,000,000 Christian day school students in 94 countries. Membership provides many resources such as professional development conferences for teachers, certification opportunities, student activities, publications, listings in its national directory, and insurance programs.

PCA is also a member of the Tennessee Association of Independent Schools which is a non-profit association. Member schools share four key qualities: they provide strong academic programs, appreciate students as unique individuals, promote student engagement in community services and



facilitate the moral and ethical growth of their students. In addition, all TAIS schools maintain non-discriminatory policies, are incorporated as nonprofit organizations governed by the Board of Trustees, and are accredited either by the Southern Association of Independent Schools (SAIS), the Southern Association of Colleges and Schools (SACS) or the state of Tennessee.

## **What PCA Expects From You as Volunteer**

- All volunteers are subject to background checks per the Raptor system. Additional background checks may be required by administration.
- Volunteers should refrain from sharing confidential or sensitive information that they may encounter during the course of volunteering at the school.
- All PCA community members are expected to bear Christian witness in their behaviors and attitudes, cooperating with PCA personnel, faculty, and administration in a pleasant and cooperative manner.
- As a volunteer, if you are unsure of a policy or process, please consult the PCA employee (or the Head of Lower or Upper School if that employee is not available) who you are volunteering to assist so that employee can guide you in proper actions.
- Please know that we are grateful for your assistance and thank you for being a valued member of our community.

## **Volunteer Conduct Rules of Conduct**

Types of behavior and conduct that Providence Christian Academy considers inappropriate for volunteers:

- (1) Engaging in any unlawful behavior while volunteering on PCA property or violation of any PCA policy, rule or procedure concerning unlawful behavior.
- (2) Violation of any PCA policy, rule or procedure concerning alcohol or illegal drugs, distribution, possession, dispensation, transportation or use of alcohol while volunteering on PCA property or during PCA related activities, or being under the influence or the manufacture, sale, distribution, possession, dispensation, transportation or use of illegal drugs or the abuse of prescription drugs.
- (3) Unauthorized or inappropriate use of telephones, software, mail systems, e-mail, computers, or other PCA-owned equipment
- (4) Harassment of fellow employees, volunteers, or PCA students.
- (5) Possession of any visible or concealed firearms, weapons, or explosives, while on PCA campus.
- (6) Threatening, intimidating, provoking a fight, striking, or in any way fighting with an employee, volunteer, youth, child, or PCA community member.
- (7) Interference with PCA employee's or volunteer's job performance.
- (8) Unauthorized use of PCA facilities, equipment, or property for any purpose other than official PCA business or approved use.

- (9) Theft, embezzlement, or misuse of PCA, employee, volunteers, contributor, or PCA member funds or property or removal of such funds or property without authorization.
- (10) Deliberate destruction or damage of PCA, employee, volunteers, contributor or PCA member's property or equipment, or the commission of acts intended to cause destruction or damage to such property.
- (11) Unauthorized disclosure of confidential PCA information or records, including but not limited to personnel, volunteer, contributor, counseling, and member data.
- (12) Any unwelcome or inappropriate physical contact with an employee, volunteer, youth, child or PCA members, except for purposes of self-defense after the incident has been investigated by law enforcement.
- (13) Any action that negatively affects the PCA reputation in the community.
- (14) It is the intent of PCA to provide a drug-free, healthful, safe and secure Christian work environment for all employees, members, visitors, and students of PCA. Reporting to volunteer under the influence of controlled substances, illegal drugs, or alcohol is absolutely prohibited. Furthermore, (a) the possession, use, sale, manufacture, distribution, purchase, dispensation or transportation of controlled substances or illegal drugs at any time and (b) the possession, use, sale, manufacture, purchase, dispensation or transportation of alcohol during work time, while on PCA property, when conducting PCA business, or when otherwise acting in an official capacity on behalf of PCA are prohibited.
- (15) Inappropriate conduct with a parent or student.

# Providence Christian Academy

## RECEIPT & ACKNOWLEDGMENT

This Volunteer Handbook is an important document intended to help you become acquainted with PCA. This Handbook will also serve as a guide. It is not the final word in all cases. Individual circumstances may call for individual attention.

Because the general business atmosphere PCA and economic conditions are always changing, the contents of this Handbook may be changed at any time at the discretion of the PCA Board of Directors. No changes in any policy or rule will be made without due consideration of the mutual advantages, disadvantages, and responsibilities such changes will have on you as a volunteer and on PCA

- I understand that should the content of this Handbook be changed in any way, the school may require an additional signature from me to indicate that I am aware of and understand any new policy.
- I understand that my signature below indicates that I have read and understand the above statements and have received a copy of PCA's Volunteer Handbook.

\_\_\_\_\_  
Volunteer's Printed Name

\_\_\_\_\_  
Volunteer Role

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PCA Representative

\_\_\_\_\_  
Date