

The BCMA thanks the Berkeley County Schools, Counselors Melissa Sherman, Izzy Doub, and Les Smith for their input in preparing this handbook. Any errors noted or recommendations for improvement should be brought to the attention of the BCMA Volunteer Coordinator.
Thank You

Participating Schools and POCs

Martinsburg North Middle School

Mrs. Melissa Sherman
Guidance: 304.267.3540

Martinsburg High School

Mrs. Izzy Doub
Guidance: 304.267.3535

Musselman High School

Nancy Hovatter
Guidance: 304.229.1962

BCMA POCs

Mountain View Church of the Brethren

Pastor Michael Staubs
304.229.3505

Lily of the Valley Evangel Church

Pastor Nathaniel Wright
304.267.2816

**Greenburg/Mt. Wesley United
Methodist Church**

Rev. Dr. G. Edward Grove
304.261.2513

Fellowship Church of the Brethren

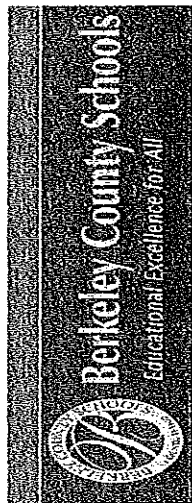
Pastor Doug Diamond
BCMA President
304.263.7750

**BERKELEY COUNTY
MINISTERIAL
ASSOCIATION**

**BCMA
TALK-TO-ME
VOLUNTEER
HANDBOOK
20120531 (REV F)**

A Community Partnership

with



BCMA Talk-To-Me
Volunteers
Handbook

The Talk-To-Me (TTM) Volunteers are Berkeley County community volunteers who work within the Berkeley County Schools to provide a "listening ear" (non-professional counseling services) to students.

Volunteers may be good citizens from various vocations including, but

not limited to, social workers, craftsman, business owners, law enforcement, military, homemakers, ministers, retirees, and of course parents.

Volunteers DO NOT take the place of school Guidance Counselors. The Berkeley County Ministerial Association (BCMA) serves as a coordinator for recruiting and training volunteers.

All volunteers are county approved after having met the following criteria:

- Successful completions of a State Police Background check (fingerprinting).
- Negative Tuberculosis (TB) test within the last two years.
- Successful completion of the TTM Volunteer training.

VOLUNTEER DUTIES
AND RESPONSIBILITIES

School Responsibilities
and Duties

- Assist with the transition of 6th and 9th grade students by meeting with the students to introduce them to the program.
- Meet with those students who have requested to meet for TTM and/or when the counselor is unavailable in order to allow students to be heard and to have appropriate action taken (All issues, concerns, crisis are handled without delay).
- Meet with "assigned" students on a regular basis to check on their educational progress.
- Assist Guidance Counselors as necessary.

Responsibilities

- Confidentiality is enforced at all times.
- A "Disclaimer" is visible to all students: "Volunteers are required to report any statements about abuse or threats of harm to yourself and/or others."
- Students volunteer to see a TTM Volunteer.
- If a counselor is not available, the student is given the opportunity to talk to a volunteer.
- Only "student generated/initiated" topics, concerns or issues will be discussed by the volunteers.
- Volunteers are asked not to wear distinguishing religious attire or symbols while serving in the school.
- Volunteers will serve according to their schedules and during the lunch times of the school.
- A written record will be kept (i.e. file card system, composition notebook, etc.) of the time and date a student meets with a TTM volunteer and a brief description of the general topic discussed.

- Provide a point of contact (POC) through the Counselors Office to coordinate with the BCMA Volunteer Coordinator and Berkeley County Schools Administration.
- Participate in training volunteers. This may include setting up a county wide training program in conjunction with the BCMA TTM Volunteer Coordinator.
- Provide a regular space within the school (i.e. Conference Room or Counselor's Office) that would provide both privacy and public monitoring for TTM Volunteers to meet with students.

BCMA Process and Procedures

The BCMA will provide a BCMA Volunteer Coordinator.

- Duties of the BCMA Volunteer Coordinator include, but are not limited to:
- Coordinate with school POCs
 - Coordinate volunteer applications
 - Coordinate volunteer training with schools
 - Monthly Status Report to BCMA.