

The BCMA thanks the Berkeley County Schools' Counselors 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

**Berkeley County
Ministerial
Association
(BCMA)**

**BCMA Talk-To-Me
Volunteers Handbook**
04-18-22

**A Community
Partnership
with**



BCMA Talk-To-Me Volunteers Handbook 04-18-22

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 Secure Background check (fingerprinting).
- Successful completion of the TTM Volunteer training.

Volunteer Signup Procedures

- Volunteers may submit TTM Volunteer Requests to the BCMA TTM Volunteer Coordinator directly or through the Berkeley County School website.
- The applicant will complete a Secure Background check that is located on the Berkeley County School's website; Berkeley County School pays for the cost.
- Upon completion of TTM Volunteer Training the volunteer's application package will be submitted to the Berkeley County School Board for approval.
- Upon approval by the Berkeley County School Board the applicant will be assigned to a school as requested by the volunteer or based upon school needs (as appropriately agreed upon by volunteer and school).

Notes:

Volunteer Duties and Responsibilities

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 volunteer 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. This varies depending on what is agreed to between the volunteer and guidance counselor.
- 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. (Example: Student Conflict, Family Issues, Self-Esteem, Grades, etc.) This varies depending on what is agreed to between the volunteer and guidance counselor.

School Responsibilities and Duties

- 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.

Participating Schools and POCs

Martinsburg North Middle School
Lauren Poe
Guidance: 304.267.3540

Martinsburg South Middle School
Julie Stark
Guidance: 304.267.3545

Mountain Ridge Middle School
Susan Brandenburg
Guidance: 304-229-8833

Hedgesville Middle School
Arlin Riggs
Guidance: 304-754-3313

Hedgesville Elementary
Melissa Hollen
304-754-3341

Hedgesville High School
Betty Hersh
Guidance: 304-754-3354

Martinsburg High School
Katie Myers
Guidance: 304.267.3535

Musselman Middle School
Jessica Wolfe
Guidance: 304-229-1965

Musselman High School
Chris Stowe
Guidance: 304.229.1950

Spring Mills High School
Jayla Crane
Guidance: 304.274.5141

BCMA POC

Lily of the Valley Evangel
(L.O.V.E.) Church
Pastor Nathaniel Wright
Minister Sharon Wright
304-263-0366