



Faculty/Staff Training Policy

Purpose: To equip university faculty and staff with the knowledge and skill to lead or participate in humanitarian aid and disaster relief trips in a safe and responsible manner.

Rationale: Since humanitarian aid and disaster relief situations can occur at any time, the Serve Now program must be ready to rapidly deploy student groups. Moreover, since student group travel through the university requires at least two leaders for every trip, the Serve Now program needs a large pool of leaders to draw from when selecting teams on short notice. This training policy exists to ensure all faculty/staff Trip Leaders and Disaster Response Members comply with university policies and protocols to maintain a consistent standard of values and qualifications in the program.

Roles:

- 1) Trip Leader: Faculty/staff (F/S) personnel approved to lead Serve Now trips
- 2) Disaster Response Member: Faculty/staff personnel approved to join the Serve Now program but not serving as a Trip Leader

Goals:

- 1) Serve Now Trip Leaders and Disaster Response Members will possess core competencies for leading and/or participating in student group travel in disaster relief and humanitarian aid situations.
- 2) Serve Now Leaders and Disaster Response Members will be ready to deploy for a trip within three weeks of a trip's approval.
- 3) Serve Now leaders will be ready to act as representatives of the university with partnering organizations while on a trip (e.g. Samaritan's Purse).
- 4) Disaster Response Members will be ready to serve as role models and mentors for student members while on a trip.

Trip Leader Learning Outcomes:

- 1) Understanding of the Serve Now Leader program, including cultural intelligence, evangelism, trauma basics, and a biblical basis for humanitarian response
- 2) Ability to guide students in spiritual vitality during a trip and to lead daily debriefs/devotions in student groups
- 3) Ability to mediate conflict resolution during trips
- 4) Understanding of Title IX and Cleary Act reporting procedures (i.e. Title IX Responsible Employee Training)
- 5) Understanding of LU Send's emergency protocols

Disaster Response Member Learning Outcomes:

- 1) Understanding of the Serve Now program, including cultural intelligence, evangelism, trauma basics, and a biblical basis for humanitarian response
- 2) Understanding of Title IX and Cleary Act reporting procedures (i.e. Title IX Responsible Employee Training)
- 3) Understanding of LU Send's emergency protocols

Mode of Instruction:

- 1) Online: The primary mode of instruction will occur through a non-term Canvas course. Leaders and Disaster Response Members will complete several modules with "Read" and "Watch" items as well as complete a short quiz to assess their understanding. Trip Leaders must complete this portion of the training every 24 months to remain active in the leader program. Disaster Response Members need to complete this training only once.
- 2) In-Person: Some aspects of training will be in-person. These include a short interview before acceptance into the program, a one-time orientation, and a driving test for Trip Leaders (if applicable).*

* All Serve Now members must complete the online and in-person trainings to be deployable.

Application Process:

- 1) Potential leaders and members will apply through LU Send's Terra Dotta platform. They will be expected to provide a testimony of their personal faith in Jesus Christ, their interest in the program, a background check, relevant experience working with university students, written approval from their department head, and their passion for humanitarian aid and disaster relief programs.

- 2) LU Serve will evaluate applicants, schedule interviews, and facilitate driver tests for qualified faculty and staff. Upon acceptance into the program, Trip Leaders and Disaster Response Members will complete the online Canvas course and submit verification that they have completed the Title IX Responsible Employee Training course.

Minimum Qualification for Active Leaders and Members in the Serve Now program:

- 1) Committed follower of Christ
- 2) Active member in a local church
- 3) Full-time faculty or salaried (exempt) staff living in the Lynchburg area
- 4) Possess a current ID (passport required for international trips)
- 5) Possess active health insurance
- 6) Experience working with or ministering directly to university students
- 7) Written approval from department head
- 8) Approved university driver on a mini-bus or higher (for Trip Leaders)
- 9) Approved P-card user (for Trip Leaders)
- 10) Completion of Title IX and Cleary Act Training*
- 11) Completion of Serve Now Faculty/Staff online training**

* Trip Leaders and Disaster Response members must complete this training once a year

**Trip Leaders must complete this training once every two years

Quality Assurance:

Serve Now Trip Leaders will complete the Serve Now Faculty/Staff training once every two years to be eligible for deployment. Trip Leaders and Disaster Response Members will complete the Title IX/Cleary Act training once a year to be eligible for deployment. LU Serve will conduct an annual assessment of the program to ensure leaders are up to date on their IDs, health insurance, Title IX Responsible Employee Training, and Serve Now Leader training.