



VOLUNTEER APPLICATION – HLI1

PERSONAL INFORMATION

Name: _____
Last First Middle Initial

Address: _____
Number & Street City State Zip Code

Phone: _____ Email: _____

Best way to contact (email, phone or text)? _____ Birthday (mo/day): _____

Emergency Contact: _____
Name Phone Relationship

ADDITIONAL INFORMATION

What is the reason you would like to volunteer at Abiding Care? _____

What position(s) are you interested in serving in? (*please circle*)

Volunteer Receptionist Volunteer Nurse Assistant Volunteer Parent Mentor

What days/hours are you able to volunteer? _____

Have you ever been convicted of a crime? Yes No

If yes, please explain: _____

EDUCATION

1. High School:

Number of years complete (circle one) 1 2 3 4 Diploma: ___Yes ___No GED: ___Yes ___No
School Name: _____

2. College and/or Vocational School:

Number of years completed (circle one) 1 2 3 4 5 6 7+



School Name(s): _____

Degree(s) Earned: _____ Year: _____

Describe any other training, skills or degrees: _____

PREVIOUS VOLUNTEER EXPERIENCE

Organization: _____ Volunteered from: _____ to: _____

Location: _____ Phone: _____

Position/Duties: _____

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Location: _____ Phone: _____

Position/Duties: _____

EMPLOYMENT & AVAILABILITY

Are you currently employed? Yes No If yes, where? _____

SPIRITUAL

Do you consider yourself a Christian? Yes No

If yes, how long have you been a Christian? _____

As a Christian, what is the basis of your salvation? _____

Please provide the following information concerning your local church:

Church Name: _____ Denomination: _____



Address: _____

Pastor's Name: _____ Phone: _____

Positions you have served: _____

Abiding Care is a Christian pro-life ministry. We believe that our faith in Jesus Christ empowers us, enables us, and motivates us to provide our services in this community. Please write a brief statement about how your faith would affect your volunteer work at this center.

Under what circumstances would you consider abortion as an alternative for a woman with an unplanned pregnancy?

- Never an option
- In cases of rape or incest
- In cases where the mother's life was in extreme peril
- In cases of extreme psychological distress
- Other (please explain): _____

Are you currently or have you ever been involved in seeking to adopt a child? Yes No

SELF-ASSESSMENT

How would you rate yourself in the following areas?

- a. Knowledge of abortion methods: excellent good fair poor
- b. Knowledge of current laws concerning abortion: excellent good fair poor
- c. knowledge of what the bible teaches about abortion: excellent good fair poor

What special skills, talents, gifts, or personality traits would you bring to this ministry?



What do you consider to be your possible areas of weakness?

Are there any particular personality types with whom you have difficulty working?

How do you handle change?

REFERENCES

Please list persons who are not related to you and who have known you for at least two years, including your pastor.

1. Name: _____

Address: _____

Phone #: _____

Years Acquainted: _____

Relationship: _____

2. Name: _____

Address: _____

Phone #: _____

Years Acquainted: _____

Relationship: _____



3. Name: _____
Address: _____
Phone #: _____
Years Acquainted: _____
Relationship: _____

APPLICANT’S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this volunteer application are true and complete to the best of my knowledge, and I authorize the pregnancy center to verify their accuracy and to obtain reference information concerning my character and capabilities. I release Abiding Care and any person or entity providing such reference information from any and all liability relating to the provision of such information or relating to any decisions made based upon such information. I give permission to the center to conduct a criminal background check to the extent that my volunteer duties may involve direct interaction with minors. If I become a volunteer at the pregnancy center, I agree to fully adhere to its policies and rules, including those rules relating to maintaining client confidentiality. I recognize that, as a volunteer, I will serve in a different role than the employees of the pregnancy center, and I am not seeking, nor expecting to receive, any compensation or other benefits in return for any volunteer services which I may provide for this ministry.

I hereby authorize and release Abiding Care Pregnancy Resource Center, its successors and assigns, to reproduce, circulate, and use my likeness, as well as my recorded statements, for promotion, education, fund-raising, and advertising in connection with its business. I understand that my action is voluntary and in no way necessary to be a volunteer in the center.

Signature of Applicant: _____
Date

Signature of Staff: _____
Date

Applicant - please sign, date and return the following with this application:

- Mission & Vision Statement
- Statement of Faith
- Our Client Commitment of Care
- Volunteer Integrity Commitment
- Volunteer Agreement
- Confidentiality Policy
- Conflict Resolution Policy





MISSION & VISION STATEMENT

Vision

Abiding Care envisions our served communities thriving and believing the following:

- the Gospel of Jesus Christ is His perfect message of reconciliation and healing
- every human life is sacred
- marriage is between a man and a woman, the place for human sexuality
- every child is welcomed into the family, the fundamental unit of a healthy society

Mission Statement

Abiding Care exists to be an extension of Jesus Christ's love to anyone facing pregnancy decisions, sexual health issues, and post abortive recovery. The center is dedicated to the value and dignity of human life by providing:

- emotional, spiritual, and physical support
- medical services
- parenting support and
- referrals to community resources for on-going care

STATEMENT OF FAITH

1. God, His Word & His Church

We believe the Bible to be the only inspired, trustworthy and true, without error, Word of God.

We believe there is only one God, who eternally exists in three persons: Father, Son and Holy Spirit.

We believe Jesus Christ is God, in His virgin birth, in His sinless life, in His miracles, in His death that paid for our sin through His shed blood, in His bodily resurrection, in His ascension/rising up to the right hand of the Father and in His personal return in power and glory.

We believe that acceptance of Jesus Christ is the only path to salvation for lost/sinful men and women.

We believe in the present ministry of the Holy Spirit, who lives within and guides Christians so they are enabled to live godly lives.

We believe in eternal life, and that through belief in Jesus Christ as the Son of God, we spend eternity with the Lord in Heaven. We believe that in rejecting Jesus Christ as Lord and Savior, we receive eternal suffering in hell.



We believe in the spiritual unity of believers in our Lord Jesus Christ, that all believers are members of His body, the Church.

Scripture References: 2 Timothy 3:16-17; Matthew 28:19; John 1:1; Matthew 1:18, 25; Hebrews 4:15; Hebrews 9:15-22; 1 Corinthians 15:1-8; Acts 1:9-11; Hebrews 9:27-28; John 3:16; John 5:24; Titus 3:3-7; John 14:15-26; John 16:5-16; Ephesians 1:13-14; Matthew 25:31-46; 1 Thessalonians 4:13-18; Philippians 2:1-4

2. Human Sexuality & Marriage

We believe that God created each person as male and female, biologically determined at conception. These two are distinct yet complementary genders that together reflect the image and nature of God.

We believe the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged outside of a marriage between a man and a woman.

Scripture References: Genesis 1:26, Genesis 2:18-20, 24, Ephesians 5:32, 1 Corinthians 6:18, 1 Corinthians 7:2-5, Hebrews 13:4

3. Sanctity of Human Life

We believe that God is the author and creator of all life, and that we are created in His likeness and image. As such, we believe and affirm that all life has inherent value, worth, and dignity because it is created by God. On the basis of this inherent value, we seek to protect and care for life in all stages of God’s creation, from conception to natural death.

We believe and affirm that life begins at conception, at which time the full genetic blueprint for life is in place. Accordingly, we believe that our expression of love and service to God requires that we work to protect and honor life in all stages of creation. As well, we believe and affirm that God’s calling upon us commands that we make special efforts to protect the most vulnerable among us. As such, we view life from conception through birth to be uniquely vulnerable, and therefore work to protect and defend life in these early stages.

We believe that abortion and abortifacient medications are never necessary or appropriate medical care for women, or obviously, her unborn child. We believe that medical treatment for an ectopic pregnancy, miscarriage, molar pregnancy, etc. is not an abortion, even if it involves the same medications or procedures. All women should have access to these treatments without fear of prosecution or shame.



We also affirm the inherent dignity and humanity of all women who come to us in need, and recognize their vulnerability and often the difficult circumstances in which they have been placed. Accordingly, our love of God and service to our Lord Jesus Christ requires that we love and serve those in need, which extends not only to providing services through birth, but also a holistic approach that continues to care for and minister to the bodily and spiritual needs of mother, child, and family after birth. This help and care also includes ministering to those who are post-abortive through making available compassionate and biblical abortion recovery ministry to those who have been hurt by the choice of abortion, whether directly or indirectly.

Scripture References: Genesis 1:26; Psalm 139; Jeremiah 22:3; Psalm 127:3; Job 12:10; Jeremiah 17:14

Conclusion:

God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

Every person must be afforded compassion, love, kindness, respect, and dignity regardless of their position and beliefs that may differ. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accordance with Scripture.



OUR CLIENT COMMITMENT OF CARE

1. Clients are served without regard to age, race, income, nationality, religious affiliation, disability, or other arbitrary circumstances.
2. Clients are treated with kindness, compassion, and in a caring manner.
3. Clients always receive honest and open answers.
4. Client pregnancy tests are distributed and administered in accordance with all applicable laws.
5. Client information is held in strict and absolute confidence. Client information is only disclosed as required by law and when necessary to protect the client or others against imminent harm.
6. Clients receive accurate information about pregnancy, fetal development, lifestyle issues, and related concerns.
7. We do not offer, recommend or refer for abortions or abortifacients, but we are committed to offering accurate information about abortion procedures and risks.
8. All of our advertising and communications are truthful and honest and accurately describe the services we offer.
9. We provide a safe environment by screening all volunteers and staff interacting with clients.
10. We are governed by a board of directors and operate in accordance with our articles of incorporation, by-laws, and stated purpose and mission.
11. We comply with applicable legal and regulatory requirements regarding employment, fundraising, financial management, taxation, and public disclosure, including the filing of all applicable government reports in a timely manner.
12. Medical services are provided in accordance with all applicable laws, and in accordance with pertinent medical standards, under the supervision and direction of a licensed physician.
13. All of our staff, board members, and volunteers receive appropriate training to uphold these standards.



VOLUNTEER INTEGRITY COMMITMENT

Recognizing that Abiding Care Pregnancy Resource Center Inc. is a Christian ministry, I eagerly and openly acknowledge that I have placed my faith in Jesus Christ as my personal Lord and Savior. I have read and fully agree with the Center's Statement of Faith. I commit to regularly attend a Christian church.

I believe in the sanctity of human life as taught in the Holy Scriptures. Because human beings are made in the image of God from their earliest moments of existence, I reject abortion as a morally acceptable option in any pregnancy situation.

I accept the responsibility to act as an advocate for women and men visiting the Center as clients; offering them accurate information, compassionate emotional support, and spiritual guidance, consistent with the Commitment of Care.

I will keep ALL information concerning clients in STRICT CONFIDENCE, according to the policies of the Center, including after I am no longer a volunteer at the Center. Not doing so would be considered a reason for immediate dismissal.

Recognizing that, as a volunteer at the Center, I represent Christ and this ministry to clients and in my community, I will consistently live my life in a way that upholds Christian moral standards, including refraining from:

- substance or alcohol over-use or abuse;
- harassment of any type;
- child or spousal abuse or neglect;
- theft, fraud, embezzlement, corruption, bribery, misappropriations, or inappropriate removal or possession of property belonging to the Center, a co-worker, or a vendor;
- sexual conduct outside the biblical covenant of marriage between a man and a woman;
- malicious gossip;
- physical aggression: fighting or threatening violence.

I will uphold all policies and procedures established by the Board of Directors. I commit to faithfully serve as a volunteer at the Center, according to the hours agreed upon with my supervisor, and to attend all required volunteer staff meetings and in-service training sessions, unless excused by my supervisor.

I understand that volunteers are vital to the ministry of the Center, that my role at the Center is completely voluntary and uncompensated, that no expectation of current or future employment is associated with my volunteer role at the Center, and that my volunteer relationship with the Center may be ended at any time by myself or the Center.



CENTER - VOLUNTEER AGREEMENT

The agreement is designed to help clarify the responsibilities of ACPRC to the Volunteer and the responsibilities of the Volunteer to ACPRC. It will remain valid from the date of signature to the time that it is re-negotiated at the annual review with the Director.

ACPRC agrees to do the following:

1. Provide initial volunteer training, along with on-going training that is up-to-date and accurate.
2. Provide an open door policy that allows for volunteers to share their ideas, concerns, as well as personal struggles.
3. Review and update Policies and Procedures as needed with volunteers.
4. Provide an opportunity each year for volunteers to review their position.
5. ACPRC will provide client Exit Surveys and follow-up on all complaints/concerns.
6. Maintain our status as a 501(C) (3) charitable organization, which allows volunteers to deduct transportation expenses as a charitable contribution.

The Volunteer agrees to do the following:

1. Fill out the Volunteer App and Commitment Forms
2. Complete the required trainings in a timely fashion.
3. Be willing to attend as many on-going trainings as possible.
4. Read articles, books and handouts provided to all volunteers.
5. Be present and on time for appointed shifts if at all possible; if not possible, contact your superior asap.
6. Be familiar with and uphold/comply with all policies and procedures.
7. Participate in an annual evaluation.
8. Be honest with the director about any situations that may impede your work here at the Center.
9. Maintain the high quality and professional atmosphere of ACPRC.
10. Commit to excellent self-care –physical, emotional, and most importantly - spiritual.
11. Honor the strict confidentiality standards of ACPRC.
12. Commit to working to maintain the spirit of unity with your fellow co-laborers.
13. Be teachable and willing to ask questions and/or bring in a superior when you don't know what to do
14. If post-abortive, be willing to complete an abortion-recovery class.



CONFIDENTIALITY POLICY

Every client seen at Abiding Care Pregnancy Resource Center Inc. is promised confidentiality and every member of the center staff, whether paid or volunteer, has a duty to uphold confidentiality, except as required by law or as required for the protection of the client or those in relation to the client. If a client situation arises that may require reporting, that action is taken through the Executive Director.

Confidential information is shared only with persons who have a legitimate need to know, for example the Executive Director or head of the department.

Prayer requests made for clients are to be generic in nature and contain no identifying details. Staff and volunteers will not discuss details of client cases with each other.

If a client knows a staff member, that client should be assured of confidentiality and assessed on their comfort level.

Client files and information that reveals the identity of clients should be kept in a locked and secured area. The files may be kept unlocked only during business hours. In general, only the Executive Director and the department heads should have the keys. Files should not leave the center.

On the initial visit, a client's comfort level of being addressed in public will be discussed and shared with the rest of staff, as applicable.

When anyone other than the client requests information concerning the client, that request **will be refused** unless the client's written permission has been obtained or a subpoena or court order is issued.

Client information is not to be given over the phone to anyone (including parents, boyfriends, medical personnel, etc.) unless written permission has been obtained.

Center staff will not use their last name to identify themselves when leaving phone messages for clients.

In addition to client confidentiality, donor information will also be kept confidential.



CONFLICT RESOLUTION POLICY

It is the policy of Abiding Care Pregnancy Resource Center Inc. to foster the resolution of disputes in accordance with biblical principles. All persons associated with the center's ministry, including board members, employees and volunteers, are encouraged to seek prompt resolution of any disputes that may arise. This should first be attempted on a one-on-one basis in accordance with Matthew 18:15. If such initial attempt(s) are not successful, the matter should promptly be referred to an appropriate supervisor or center representative. If applicable, the center's grievance procedure should be implemented and followed. Each person involved in any such dispute is encouraged to engage in self-examination; to relinquish any undue selfish goals; and to humbly submit to the reconciliation process so that relationships may be promptly restored in forgiveness and love. Each board member, employee and volunteer will be required to enter into a written agreement providing for implementation of Christian mediation proceedings, and, if necessary, arbitration proceedings for the resolution of any disputes arising in connection with such person's involvement with the center's ministry.

Should a conflict arise amongst the staff (or volunteers) (including the director), the plan to follow would be to go to that person and try to resolve it. If it isn't resolved then the next step would be to bring in another person. That third person would be someone from the board. Here is what that would look like:

Staff or Vol and Staff or Vol - bring in Supervisor first, then Executive Director

Staff or Vol and Supervisor – bring in Executive Director

Staff or Vol and Executive Director – bring in Board Chair

If after this there is still no resolution, the next step would be to bring it to the entire board and director. At that time the board would seek a resolution. That could include, but isn't limited to bringing in a Christian Mediator or having someone step down from their position.

I have received and agree to the Mission & Vision Statement, the Statement of Faith, Our Client Commitment of Care, the Volunteer Integrity Commitment, the Volunteer Agreement, the Confidentiality Policy and the Conflict Resolution Policy.

Volunteer Signature

Date