



# Volunteer Application Packet

## **Our Mission...**

The Agape Pregnancy Resource Center exists to demonstrate and share the life-changing message of Jesus Christ by providing practical help and loving support to those facing an unplanned pregnancy.

## **Our Vision...**

The Agape Pregnancy Resource Center is a dynamic center impacting lives by . . .

- Informing those in an unplanned pregnancy of options and help available to them.
- Encouraging girls, women, men, and families in an unplanned pregnancy or pregnancy loss by providing personal and practical help for their physical, emotional, and spiritual needs.
- Educating individuals, students, and our community by advocating sexual purity as a positive lifestyle.
- Offering restoration and healing through Jesus Christ.



# Volunteer Job Description

**Principle Functions:** To reach out to women in an unplanned pregnancy with the mercy and compassion of Jesus Christ by offering practical assistance in both word and action.

**Reports To:** The Center Administrator/Shift Leader

**Qualifications:**

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Be an active member, in good standing, with a local church.
3. Exhibits strong commitment and dedication to the pro-life position.
4. Agree with and be willing to uphold the Statement of Principle, Statement of Faith, Statement of Church Membership, Statement of The Sanctity of Human Life, and policies of the center.
5. Be able to carry out responsibilities with little or no supervision.
6. Dependable, stable, and capable of following through on commitments.
7. Completion of volunteer training.

**Responsibilities:**

1. Be knowledgeable of referrals concerning housing, food distribution, etc.
2. Perform duties as assigned by the Center Administrator/Shift Leader.
3. Attend volunteer and staff meetings.
4. Become familiar with and follow APRC Policies and Procedures.
- 5. Be available to volunteer/work at least one 4 hour shift per week.**
6. Provide accurate information and education on abortion, parenting, and adoption.
7. Share the Gospel of Jesus Christ with all clients who visit the Center.
8. Carefully record all client information and return visits on the Intake form and other documents.
9. Follow up clients appropriately according to the policies of APRC.

**Training – APRC will provide the following:**

1. Volunteer on-the-job training.
2. Consultation with the Shift Leaders concerning hard cases.
3. Materials and supplies appropriate for use with each client.
4. Resources for further education: books, tapes/CDs, training.
5. Volunteer/Staff Meetings and Shift Meetings which will provide the opportunity to:
  - a. Pray with other volunteers.
  - b. Fellowship with other volunteers.
  - c. Receive new information to increase expertise as a volunteer.
  - d. Give input.



# Volunteer Application Form

**Applying to be a:**  Client Advocate  Teacher  Office Support  Nurse/Sonographer

Last Name, First Name and Middle Initial \_\_\_\_\_

Home Address \_\_\_\_\_

City, state, zip code \_\_\_\_\_

Birthday \_\_\_\_\_ Primary Language \_\_\_\_\_ Other Languages: \_\_\_\_\_

Cell phone \_\_\_\_\_ Home phone \_\_\_\_\_

E-mail \_\_\_\_\_ Date \_\_\_\_\_

Have you ever volunteered or been employed at Agape PRC?  YES  NO If YES, please indicate the position and list the dates: \_\_\_\_\_

Marital Status:  Single  Married  Separated  Divorced

Do you have any children? If so, please list names and ages: \_\_\_\_\_

\_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Did you graduate from high school?  YES  NO Did you graduate from college?  YES  NO

Special Qualifications (advanced degree, counseling experience, bilingual, etc.)

\_\_\_\_\_

\_\_\_\_\_

Field of Working Experience \_\_\_\_\_

\_\_\_\_\_

Previous Volunteer Experience \_\_\_\_\_

\_\_\_\_\_

Why do you desire to serve at Agape Pregnancy Resource Center? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How does a person become a Christian? \_\_\_\_\_

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How did you come to accept Christ as Savior and Lord? \_\_\_\_\_

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\_\_\_\_\_ How long have you been a Christian? \_\_\_\_\_ years

Please provide the following for the church you attend. Name \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

How frequently do you attend? \_\_\_\_\_ Pastor's Name: \_\_\_\_\_

What is your attitude about sharing your personal faith in Jesus Christ? \_\_\_\_\_

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Have you ever received training to share your faith in Jesus Christ? \_\_\_\_ YES \_\_\_\_ NO

If NO, are you willing to be trained in personal evangelism: \_\_\_\_ YES \_\_\_\_ NO

Are you willing to attend the Pregnancy Resource Center training sessions? \_\_\_\_ YES \_\_\_\_ NO

What is your spiritual gift(s)? \_\_\_\_\_

What role do you believe prayer plays in this ministry? \_\_\_\_\_

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Have you ever had a traumatic experience related to abortion? \_\_\_\_ YES \_\_\_\_ NO If YES, please describe it. \_\_\_\_\_

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Would you consider yourself to be "pro-life"? Please explain. \_\_\_\_\_

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Why do you believe you are able to effectively work with women in an unplanned pregnancy?

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If selected, are you willing to make a four hour commitment each week? \_\_\_\_ YES \_\_\_\_ NO

**References**

List three references with phone numbers (Nurses/Sonographers, please give professional references)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

***Please carefully read the attached Statements of Belief. If you agree, please sign them.***

**APRC Statement of Faith**

Following are important truths in which we at Agape Pregnancy Resource Center (APRC) believe. All Board of Directors members, employees, and volunteers of APRC must maintain beliefs consistent with the following statement of faith:

- A. I believe in one Sovereign God, eternally existing in three persons: God the Father, God the Son (Jesus Christ, our Lord), and God the Holy Spirit; I believe that God alone created the heavens and the earth out of nothing by His spoken word.
- B. I believe that God has revealed Himself and His truth in the created order, in the Scriptures, and supremely in Jesus Christ, and that the Holy Bible is inspired by God, infallible in all that it teaches and the final rule of faith and practice.
- C. I believe God created human beings in His own image to fellowship with and serve Him forever, but that through Adam's sin, the human race fell into a state of sinfulness that resulted in separation from God and condemnation to death.
- D. I believe that Jesus Christ, conceived by the Holy Spirit and born of the Virgin Mary, is true God and true man, existing in one person and without sin; that he died on the cross for our sins, was raised bodily from the dead, and offers forgiveness for sins and victory over death unto eternal life to all who believe in Him as Savior and Lord.
- E. I believe that grace is free for all who ask. No one can earn a place in God's family through doing good deeds. Once a believer enters God's family, he or she is eternally secure as a child of God. Every believer has direct access to God through prayer.
- F. I believe that the church is the body of Christ made up of all believers; that Jesus Christ is its head; that the Holy Spirit energized the body to bear witness for Christ in the world.
- G. I believe in the blessed hope that Jesus Christ will return to this earth personally, visibly and unexpectedly, to gather His church, to raise the dead, to judge the nations, and to bring His Kingdom to fulfillment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APRC Statement of Sanctity of Human Life**

Procreation is a gift from God, a precious trust reserved for marriage. At the moment of conception, a new being enters the universe, a human being, a being created in God's image. This human being deserves our protection, whatever the circumstances of conception.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APRC Statement of Church Membership

I am an active member, in good standing, in an evangelical local church.

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Signature

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Date

## APRC Statement of Agreement

The Agape Pregnancy Resource Center (APRC) has adopted the following principle guidelines for operation. APRC staff includes all individuals that serve at the center, be they employee, nurse/sonographer, client advocate or volunteer. APRC staff are required to uphold these standards. It is only through their efforts that clients are impacted in a positive way.

1. APRC proposes and offers, through education and creative services, positive choices for the woman challenged by pregnancy.
2. APRC shall not discriminate regarding race, creed, color, national origin, age or marital status. APRC staff will set aside personal prejudices and biases in an effort to reach out to others who may not be like-minded.
3. Services offered by the APRC are personal, confidential and non-judgmental.
4. APRC shall not advise, provide, or refer for abortions.
5. APRC shall encourage chastity as a positive lifestyle choice.
6. APRC provides client advocates and nurses to discuss pregnancy related and sexuality issues with clients.
7. APRC is committed to giving information that is factual and accurate in a loving, caring and non-judgmental fashion. Representatives shall never give misleading information, nor shall they use "scare tactics."
8. APRC is committed to quality services for all clients. In pursuit of this goal, all procedures outlined in the Policy and Procedures Manual must be followed carefully.
9. Understanding that the congruity of principle and action is an integral element in the integrity and effectiveness of the program, client advocates, nurses, and other representatives of the APRC shall abide by the standard of sexual purity in the form of marital fidelity if married, and sexual integrity if unmarried.

*As a client advocate, nurse or paid staff members of the Agape Pregnancy Resource Center, I state that I agree in principle and spirit with the policies and procedures of said program. I further agree to uphold all policies and procedures when serving as a representative of Agape Pregnancy Resource Center in any capacity.*

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Signature

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Date

## Conflict Resolution and Interpersonal Commitment Agreement

**Please initial each statement and place your signature at the bottom of this document.**

\_\_\_\_\_ I have read *APRC's* Conflict Resolution Policy.

\_\_\_\_\_ I am completely committed to adhering to *APRC's* Conflict Resolution Policy and procedures.

\_\_\_\_\_ I shall conduct myself according to the principles of Matthew 18 regarding conflict resolution and interpersonal relationships.

**Furthermore:**

\_\_\_\_\_ I will accept responsibility for establishing and maintaining healthy interpersonal relationships with every member of the Board, staff, and volunteer team.

\_\_\_\_\_ I will establish and maintain a relationship of functional trust with the Board of Directors, and every member of this staff and volunteer team.

\_\_\_\_\_ My relationships with each Board member, staff, and volunteer will be respectful at all times.

\_\_\_\_\_ I will not engage in the “3 Bs” (Bickering, Backbiting, and Blaming). In addition, if I hear a Board member, staff, or volunteer doing so, I will remind them about our commitment to the Matthew 18 principle and I will ask them to follow the procedures as defined in the *Conflict Resolution and Interpersonal Commitment Policy*.

\_\_\_\_\_ I will be committed to finding solutions to the problems, rather than complaining about them or blaming someone for them.

\_\_\_\_\_ I will remember that none of us are perfect, and that human error provides opportunities for forgiveness and growth – not for shame or guilt.

I have read the preceding and my signature indicates my agreement to all that is written herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Code of Christian Conduct

*“...set an example for believers (and unbelievers) in speech, in life, in love, in faith, and in purity.” (I Timothy 4: 12b) “Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ.” Phil 1:27*

- We are conscious of the fact that everything we do, directly or indirectly, has the potential to reflect upon APRC as a whole.
- We conduct ourselves at all times with openness, forthrightness, and honesty in dealing with people and organizations, both internally and externally.
- We hold ourselves to the highest possible standard of conduct, always striving to avoid even the appearance of impropriety.
- All of our communications are truthful, honest, and accurately describe the services we offer.
- We operate in accordance with all applicable laws.
- We respect confidentiality and only disclose information as required by law or as otherwise authorized by the client/patient.
- We treat others with kindness, compassion and in a caring and courteous manner.
- We believe in the sanctity of life from the moment of conception to natural death.
- We oppose abortion.
- We oppose all forms of abortifacients.
- We give accurate information about pregnancy, fetal development, lifestyle issues, and related concerns.
- We do not offer, recommend or refer for abortions or abortifacients, but we are committed to offering accurate information about abortion procedures and risks.
- We believe the Bible is the authoritative Word of God and provides guidance for our lives.
- We believe in chastity outside of marriage and fidelity within. We believe in the sanctity of marriage between one man and one woman as taught in the Bible. Therefore, all staff and volunteers commit to a lifestyle of sexual purity, and will refrain from engaging in any sexual relationships outside the bonds of Christian marriage.
- All Board members, staff, volunteers and other representatives of APRC shall agree with APRC’s Statement of Faith, profess Jesus Christ as Lord and Savior, hold a solid prolife position on abortion and live a lifestyle consistent with biblical values.
- All “conflict of interest” relationships will be avoided with Board members, staff, suppliers, those we serve, and other organizations with whom we deal, unless disclosed and approved.
- No one will accept gifts or favors which might influence the performance of their responsibilities.

I agree to uphold these values and live a biblical lifestyle.

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Signature

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Date

## Confidentiality Agreement

I understand that all APRC information could be sensitive and confidential in nature, and I promise to maintain the confidentiality of all information to which I have access. I also commit to exercise discretion in conversation within the clinic, always cognizant of the potential for someone overhearing.

I understand that personnel and patient information is to be discussed only with appropriate personnel in private areas where others may not overhear and will keep all such information in the strictest confidence, even after I am no longer associated with the APRC.

I understand that APRC information of any nature is to be released by the Executive Director and agree not to discuss APRC business or affairs with anyone outside of the organization. I also promise to apply Biblical principles to all my conversations communications and problem-solving.

I understand that access to the APRC's databases, including medical, donor, etc., shall only be accessed for authorized reasons and only while at the APRC office. I agree not to otherwise access them unless specifically authorized.

I understand that violation of this policy is serious and will require investigation by the Executive Director and possible result in immediate termination.

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Signature

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Date



## Volunteer/Employee Statement of Handbook Acknowledgment

This is to acknowledge that I have received a copy of APRC's Policy & Procedures Manual. I understand that it provides guidelines and summary information about APRC's human resources policies, procedures, benefits and rules of conduct. I acknowledge specifically that all email, texts, computer and communication equipment, software, networks and systems, Internet and other online access and/or email accounts, and all other computer and communications mechanisms (collectively referred to in this Manual as "computer systems" or "systems", are the property of APRC and are provided to enable me solely to carry out my duties for APRC and in furtherance of its ministry purposes, and that all text and email messages and other content I may create in my service to APRC are and shall remain the exclusive property of APRC. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established in the Manual. I further understand that APRC reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that both, APRC and I, have the right to terminate the volunteer/employment relationship at any time with or without cause, in compliance with the Policy & Procedures Manual, and that this employment-at-will relationship will remain in effect throughout my employment with APRC unless it is specifically modified by an express written agreement signed by me and the Board chair.

I further acknowledge that this employment-at-will relationship may not be modified by any oral or implied agreement.

In addition, I acknowledge that I agree to the Arbitration of Disputes policy contained in this Handbook.

Employee/Volunteer Name (Printed): \_\_\_\_\_

Employee/Volunteer Name (Signed): \_\_\_\_\_

Date: \_\_\_\_\_



## Release for Criminal History Record Check

Dear Applicant:

Agape Pregnancy Resource Center is authorized by Section 411.128 of the Texas Government Code to perform criminal history record checks on client advocate and nurse applicants.

Pursuant to this authority, Agape Pregnancy Resource Center must obtain the following information to perform a criminal history record check. This information will be used only for the purposes of obtaining a criminal history record from the Texas Department of Public safety or other appropriate federal, state, or local agencies.

The information you provide will not be used for evaluating your qualifications as a staff member, nurse, sonographer, client advocate or volunteer with Agape Pregnancy Resource Center; however, the Center will consider your relevant criminal conviction record in determining your eligibility as a staff member, nurse, sonographer, client advocate or volunteer with the Center.

**Name (first, middle, last)** \_\_\_\_\_

**Gender (circle) M F** **Race** \_\_\_\_\_

**Date of birth (month, day, year)** \_\_\_\_\_

**Social Security Number** \_\_\_\_\_

**Driver's License Number** \_\_\_\_\_ **State** \_\_\_\_\_

*I understand the purposes for which the above information will be used, and I have voluntarily provided such information to Agape Pregnancy Resource Center to be used for all authorized purposes.*

*I hereby request and authorize the Center, acting through any of its officers, employees, and agents to use the information provided by me on this form for performing a criminal history record check on me.*

*I understand and agree that the results of the criminal history record check will be used to assist the Center in determining my eligibility as a staff member, nurse, sonographer, client advocate or volunteer with the Center.*

*I hereby release Agape Pregnancy Resource Center of Round Rock, Texas, and its officers, employees, and agents from any liability which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my eligibility to serve at the Center.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Submitted (initials)** \_\_\_\_\_

**Cleared (initials)** \_\_\_\_\_

## For Office Use Only

**Applicant's Name** \_\_\_\_\_

<b>Task</b>	<b>Signed Off By</b>	<b>Date Completed</b>	<b>Notes</b>
Application			
References			
Background Check			
Interview			
Shadowing			
Training			
Policy & Procedure Manual			