



## Staff & 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

**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. Provide accurate information and education on abortion, parenting, and adoption.
6. Share the Gospel of Jesus Christ with all clients who visit the Center.
7. Carefully record all client information and return visits on the Intake form and other documents.
8. 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  Admin Helper  Nurse/Sonographer

First Name, Middle Initial, Last Name

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Home Address

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City, state, zip code

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

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

Birthday \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Did you graduate from high school?  yes  no Did you graduate from college?  yes  no

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

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Field of Working Experience

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Previous Volunteer Experience

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Why would you like to serve at Agape Pregnancy Resource? \_\_\_\_\_

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

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How and when did you become a Christian? \_\_\_\_\_

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Where is your church membership? \_\_\_\_\_

How frequently do you attend? \_\_\_\_\_

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 Agape training sessions? \_\_\_\_\_ yes \_\_\_\_\_ no

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

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

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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

**List three references with phone numbers:**

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

**List a pastor/leader from your church that we can contact as a reference:**

Pastor/Leader: \_\_\_\_\_ Phone: \_\_\_\_\_



## STATEMENTS OF AGREEMENT

*Please carefully read the following statements. If you agree, please sign them.*

### **APRC Statement of Faith**

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

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- I believe that God wonderfully and immutably creates each person as a male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.)
- I believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.)

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Signed

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Date



**APRC STATEMENT OF SANCTITY OF HUMAN LIFE**

Agape Pregnancy Resource Center affirms the sanctity of human life as established by God the Creator and believes that such sanctity extends to the child not yet born. Life is a gift from God. All human life, including life developing in the womb, is created by God in His image and is, therefore, to be nurtured, supported, and protected. From the moment of conception, a child is a human being with all the developing characteristics of human life, and this life is dependent on the mother for its continued development. Therefore, we believe that human life must be respected and protected from the moment of conception. We oppose induced abortion by any means.

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Signed \_\_\_\_\_ Date \_\_\_\_\_

**APRC STATEMENT OF CHURCH MEMBERSHIP**

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

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Signed \_\_\_\_\_ Date \_\_\_\_\_





### APRC STATEMENT OF AGREEMENT

The Agape Pregnancy Resource Center has adopted the following principle guidelines for operation. As a staff member or client advocate or volunteer of this center, individuals 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. Staff members and client advocates 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 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 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 volunteer or paid staff member 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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Signed

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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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Signed

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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 (attached at the end of this document).

\_\_\_\_\_ 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.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
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.
- We always conduct ourselves 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 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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Signed

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Date



**STAFF & VOLUNTEER ACKNOWLEDGEMENT FORM**

The Policies & Procedures Handbook describes important information about APRC, and I understand that I should consult the Executive Director regarding any questions not answered in the handbook.

I acknowledge that I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. By signing herein, I also acknowledge and fully agree with APRC's Statement of Faith, Mission and Vision, and Code of Christian Conduct and Confidentiality Policy.

STAFF/VOLUNTEER NAME (printed): \_\_\_\_\_

STAFF/VOLUNTEER SIGNATURE: \_\_\_\_\_

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 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 client advocate with Agape Pregnancy Resource Center; however, the Center will consider your relevant criminal conviction record in determining your eligibility as a client advocate with the Center.

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

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

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

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

*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 client advocate, volunteer, or staff member 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 as a client advocate with the Center.*

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

- Submitted (initials)** \_\_\_\_\_
- Cleared (initials)** \_\_\_\_\_

## CONFLICT RESOLUTION POLICY

Matthew 18 describes the biblical principle for resolving conflicts. As a faith-based organization committed to obeying God's Holy Word, the Board of Directors and all staff and volunteers of the APRC will implement the model set forth in Matthew 18, and will follow the procedures listed below for conflict resolution.

**Biblical Principle:** *“And if your brother sins, go and reprove him in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. And if he refuses to listen to them, tell it to the church...” Matthew 18:15-17 (New American Standard Bible)*

### Procedures

1. Each member of the Board of Directors, the Executive Director and all staff and volunteers will sign the *Conflict Resolution Agreement*. The original copy of this signed agreement will be placed in the staff or volunteer's personnel file and a copy of such signed agreement will be given to the signer. (All staff and volunteer personnel files, including Board member files, will be kept on site at the APRC's administration office.)
2. If a staff member or volunteer has a conflict with the Executive Director, he/she will speak directly with him/her about the problem before discussing the issue with a Board member. No Board member will speak with a staff member or a volunteer of the organization about any issue regarding the Executive Director before the staff member or volunteer has followed the procedures defined herein. If the complainant is unsatisfied with the response from the Executive Director, he/she will fill out a *Concern Report* and submit it to the Executive Director.
  - a. The Executive Director will submit the *Concern Report* to the Board Chair within 24 hours after receiving the form. The Board Chair will then determine if the entire Board of Directors should address the complaint immediately or if the complaint can wait until the next Board meeting.
  - b. If the complainant files the *Concern Report* because they believe that the Executive Director has committed illegal or unethical acts that jeopardize the organization, the complainant shall submit the *Concern Report* directly to Board Chair. Within 48 hours after receiving the *Concern Report*, the Board Chair or his designee will contact the complainant informing him/her that the complaint has been received and will be duly investigated. A determination will be provided in writing to the Executive Director and the complainant.
3. If a staff member or volunteer has a conflict with another staff member, he/she will speak directly to him/her about the problem. If the complainant is unsatisfied with the response, he/she will fill out a *Concern Report* and submit it to the Executive Director.
  - a. The Executive Director will determine if the entire Board of Directors should address the *Concern Report* immediately or if it can wait until the next board meeting.
  - b. Within 48 hours after receiving the *Concern Report*, the Executive Director or her designee will contact the complainant, informing him/her that the *CONCERN REPORT* has been received. The complaint will be investigated, and a determination will be provided in writing to the Executive Director and all staff members involved.
6. Good Faith Required. In the event the Executive Director or Board of Directors determines that a complaint has been filed maliciously and in bad faith, the filing of such a complaint shall be deemed to be a serious offense. The Board shall take disciplinary action against the complainant in a manner that it determines appropriate.