



Pregnancy
Resource
Center

P0 Box 1164, 201 Sylvania Lane, Bluefield, WV 24701
(304) 325-2000

Date _____

Volunteer Application (patient/client contact)

Name _____
Last First Middle Initial

Address _____
Number & Street City State Zip Code

Phone # _____ E-Mail _____

Date of Birth _____ Social Security # _____

Have you ever been convicted of a crime? Yes _____ No _____

If yes, explain: _____

It is the policy of the Abel Pregnancy Resource Center to run a background check on anyone who will have direct involvement with minor clients while volunteering at the center.

Education:

1. High School: Number of years completed (circle one) 1 2 3 4 Diploma: Yes _____ No _____

School Name _____

2. College and/or Vocational School: Number of years completed (circle one) 1 2 3 4 5 6

School(s) _____

Degrees earned _____ Dates _____

Describe other training or degrees _____

Previous Volunteer Experience: List most recent volunteer experience first.

Organization _____ Date of volunteer service: From _____ To _____

Address _____

Position/Duties _____

Telephone _____ Supervisor Name _____

Organization _____ Date of volunteer service: From _____ To _____

Address _____

Position/Duties _____

Telephone _____ Supervisor Name _____

Employment History: List most recent employment first.

Employer _____ Date of employment: From _____ To _____

Address _____

Position/Duties _____

Telephone _____ Supervisor name _____

Employer _____ Date of employment: From _____ To _____

Address _____

Position/Duties _____

Telephone _____ Supervisor name _____

Additional Information:

1. What is your reason for seeking to volunteer here? _____

2. Do you consider yourself a Christian? _____ Yes _____ No

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

4 Please provide the following information concerning your local church.

Church name _____ Denomination _____

Address _____

Pastor's name _____ Phone _____

Positions in which you have served _____

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

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

7. Have you ever counseled a woman who was considering an abortion? Yes _____ No _____

(Explanation) _____

8. Have you had any traumatic experiences relating to abortion? Yes _____ No _____

(Explanation) _____

9. Have you ever known a single pregnant woman? Yes _____ No _____

(Explanation) _____

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

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

11. Please list any books, films, or other material that you have read or viewed that relate to abortion, pregnancy, or alternatives to abortion.

12. How would you rate yourself in the following areas? (check the appropriate box)

	Excellent	Good	Fair	Poor
a. Knowledge of abortion methods				
b. Knowledge of current laws concerning abortion				
c. Knowledge of what the Bible teaches about abortion				

13. Are you currently or have you ever been involved in seeking to adopt a child? Yes ___ No___

(Explanation) _____

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

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

References: Please list 2 references who are not related to you and who have known you for at least two years.

Name	Address	Phone Number	Years Known	Relationship

Applicant's Certificate 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 the pregnancy center 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 clients. 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 further certify that I have read and that I am in full agreement with the pregnancy center's Statement of Faith, Statement of Principle, Code of Conduct and Statement of Commitment of Care. I understand that failure to uphold these Statements, Code and Center policies and procedures may result in dismissal from serving at the Abel Pregnancy Resource Center.

Signature of Applicant _____

Date _____

A Position Description is included with this application. Please indicate, with your signature and date, that you have received, read and understand the Position Description for which you have applied.

Signature _____ Date _____

Time and Ministry Preference Sheet

Please check the days and times that you would be available to volunteer. Services rendered to our patients by lay helpers occur from 10:00 am to 4:00 pm on Mondays, Tuesdays and Thursdays and from 1:00 pm to 4:00 pm. on Wednesdays. For those wanting to take calls for the Abel Pregnancy Resource Center in their home (this is possible through call forwarding), this is done during the overnight hours, and/or on weekends.

	10:00am	11:00am	12:00	1:00pm	2:00pm	3:00pm	4:00pm	Overnight (Clientline)
Monday								
Tuesday								
Wednesday								
Thursday								
Friday	Closed to clients							
	Weekend Clientline							
Saturday								
Sunday								

Which of the following areas interest you as a volunteer?

Administrative

- Office help
- Newsletter editor/writer
- Bookkeeping
- Volunteer Recruitment
- Communicate with Prayer Partners
- Assist with mailings
- Size and sort clothes, organize resources
- Web designer
- Facilitate church/organization liaisons

Professional

- Medical Doctor
- Ultrasound technician
- Nurse
- Clergy
- Attorney
- Counselor
- Financial/budget counselor/auditor
- Employment help/guidance

Become a Prayer Partner

Client Services

- Clientline
- Patient Advocate (Assist women and men facing unplanned pregnancy situations)
- Client Mentor (Assist with the EWYL education program)
- Abstinence counseling/instruction
- SaveOne abortion recovery
- Befriend a client
- Lead a client education group

Community Contact

- Public relations/publicity
- Fundraising/special projects
- Plan/develop education/awareness programs
- Speak on behalf of the Abel Center
- Be an Abel Center church liaison

Facility

- Clean facility
- Maintain grounds/flower beds
- Maintenance

Office Use Only

Date of Interview _____ Date Began at Abel PRC _____

Date Left Abel PRC _____

Comments: _____

STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God revealing the love of God to the world. 1 Thessalonians 2:13; 2 Timothy 3:15-17; John 3:16.
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. Matthew 28:19; John 10:30; Ephesians 4:4-6.
- We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood on the cross, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. Matthew 1:23; John 1:1-4 and 1:29; Acts 1:11 and 2:22-24; Romans 8:34; 1 Corinthians 15:3-4; 2 Corinthians 5:21; Philippians 2:5-11; Hebrews 1:1-4 and 4:15.
- We believe that all men everywhere are lost and face the judgment of God, that Jesus Christ is the only way of salvation, and that for the salvation of lost and sinful man, repentance of sin and faith in Jesus Christ is necessary. Furthermore we believe that God will reward the righteous with eternal life in heaven, and that He will banish the unrighteous to everlasting punishment in hell. Luke 24:46-47; John 14:6; Acts 4:12; Romans 3:23; 2 Corinthians 5:10-11; Ephesians 1:7 and 2:8-9; Titus 3:4-7.
- We believe in the present ministry of the Holy Spirit, whose indwelling enables the Christian to live a godly life. John 3:5-8; Acts 1:8 and 4:31; Romans 8:9; 1 Corinthians 2:14; Galatians 5:16-18; Ephesians 6:12; Colossians 2:6-10.
- We believe in the resurrection of both the saved and the lost; the saved unto the resurrection of eternal life and the lost unto the resurrection of damnation and eternal punishment. 1 Corinthians 15:51-57; Revelation 20:11-15.
- We believe in the spiritual unity of believers in the Lord Jesus Christ and that all true believers are members of His body, the church. 1 Corinthians 12:12, 27; Ephesians 1:22-23.
- We believe that the ministry of evangelism (sharing and proclaiming the message of salvation only possible by grace through faith in Jesus Christ) and discipleship (helping followers of Christ grow up into maturity in Christ) is a responsibility of all followers of Jesus Christ. Matthew 28:18-20; Acts 1:8; Romans 10:9-15; 1 Peter 3:15.
- We believe God's plan for human sexuality is to be expressed only within the context of marriage, that God created man and woman as unique biological persons made to complete each other. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one genetic male and one genetic female. Genesis 2:24; Matthew 19:5-6; Mark 10:6-9; Romans 1:26-27; 1 Corinthians 6:9.
- We believe that we must dedicate ourselves to prayer, to the service of our Lord, to His authority over our lives, and to the ministry of evangelism. Matthew 9:35-38, 22:37-39, and 28:18-20; Acts 1:8; Romans 10:9-15 and 12:20-21; Galatians 6:10; Colossians 2:6-10; 1 Peter 3:15.
- We believe that human life is sacred from conception to its natural end; and that we must have concern for the physical and spiritual needs of our fellowmen. Psalm 139:13; Isaiah 49:1; Jeremiah 1:5; Matthew 22:37-39; Romans 12:20-21; Galatians 6:10.

(adapted from the Billy Graham Evangelistic Association)

Abel Pregnancy Resource Center Policies & Procedures Manual

CODE OF CHRISTIAN CONDUCT

Christianity is central to the purpose and mission of the Abel Pregnancy Resource Center. For this reason, all Center affairs are to be conducted in full accordance with the Bible, the Center's Mission, its Statement of Faith, its Bylaws, as well as related policies reflecting the Center's religious nature. It is the Center's policy to be staffed, whether by employees or volunteers, with only committed disciples of Jesus Christ. Consequently, every employee and volunteer is expected to review and affirm his or her agreement with these standards as a condition of continued affiliation with the Center, both in terms of doctrinal belief and practical application. Violation of this Code shall constitute cause for discipline up to and including termination. "...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 PRC 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, except to save the life of the mother.
- 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.
- We 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.

Abel Pregnancy Resource Center Policies & Procedures Manual

Statement of Principle

1. The Abel PRC is an outreach ministry of Jesus Christ through His church. Therefore, the Abel PRC, embodied in its volunteers, is committed to presenting the gospel of our Lord to women with crisis pregnancies--both in word and in deed. Commensurate with this purpose, those who labor as Abel PRC board members, directors and volunteers are expected to know Christ as their Savior and Lord.
2. The Abel PRC is committed to providing its clients with accurate and complete education about prenatal development and abortion procedures, risks and life-affirming alternatives.
3. The Abel PRC is committed to integrity in dealing with clients, earning their trust, and providing promised education and services. The Abel PRC denounces any form of deception in its corporate advertising or individual conversations with its clients.
4. The Abel PRC is committed to assisting women to carry to term by providing spiritual & emotional support and practical assistance. Through the provision of God's word, His people and the community at large, women may face the future with hope and plan constructively for themselves and their babies.
5. The Abel PRC does not discriminate in providing services because of race, creed, color, national origin, age, or marital status of its clients.
6. The Abel PRC does not recommend, provide, or refer for abortion or abortifacients.
7. The Abel PRC offers assistance free of charge at all times.
8. The Abel PRC is committed to creating an awareness within the local community of the needs of pregnant women and of the fact that abortion only compounds human need rather than resolving it.
9. The Abel PRC does not recommend, provide, or refer single women for contraceptives. (Married women seeking contraceptive information should be urged to seek counsel along with their husbands, from their pastor and/or physician).
10. The Abel PRC recognizes the validity of adoption as one alternative to abortion, but is not biased toward adoption when compared to other life-saving alternatives. Centers are independent of adoption agencies, relating to them in the same manner as to other helpful referral sources. Abel PRCs receive no payment of any kind from these agencies, do not enter into contractual relationships with them, and do not share combined office space. Adoption agencies are not established under the auspices of centers, though they may refer for independent adoptions in states where it is legal.

Adapted from the Christian Action Council's Statement of Principle

Abel Pregnancy Resource Center Policies & Procedures Manual

Statement of Commitment of Care

Date: September 24, 2001; updated 6/2009

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. Releases and permissions are obtained appropriately. 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 are committed to offering accurate information about abortion procedures and risks.
8. All of our advertising and communication 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.*

All of our staff, board members, and volunteers receive appropriate training to uphold these standards.