



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

Date \_\_\_\_\_

**Volunteer Application (support service)**

Name \_\_\_\_\_  
Last First Middle Initial

Address \_\_\_\_\_  
Number & Street City State Zip Code

Phone # \_\_\_\_\_ E-Mail \_\_\_\_\_

Birth of Date \_\_\_\_\_ Social Security # \_\_\_\_\_

Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

**It is the policy of the Abel Center to run a criminal background check on all staff who will be required to work with minor patients/clients, care for patients/clients alone, or handle cash, checks or credit card accounts.**

**Christian Walk**

1. Do you consider yourself a Christian? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please explain how a person becomes a Christian.

2. How long have you been a Christian? \_\_\_\_\_  
Please give a brief statement (testimony) about how you came to know Christ as your personal Lord and Savior and how that relationship impacts your life from day to day.

3. What church are you attending? \_\_\_\_\_

Denomination \_\_\_\_\_

Address \_\_\_\_\_

Pastor's Name \_\_\_\_\_ Phone \_\_\_\_\_

**General Information**

1. How did you hear about the Abel Center?
  
2. What is your reason for getting involved in the Abel Center ministry?
  
3. What special gifts, talents and/or relevant experiences would you bring to this ministry?
  
4. What does your spouse/family think about your interest in volunteering at the Abel Center?
  
  
11. Are you currently seeking to adopt a child? Yes \_\_\_\_\_ No \_\_\_\_\_

**References**

Please list the names, addresses, and phone numbers of three people we may contact for character references besides your pastor.

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

## Time and Ministry Preference Sheet

Please check the days and times that you would be available to volunteer. Volunteering generally takes place from 10:00 am to 4:00 pm on Mondays, Tuesdays and Thursdays and from 1:00 pm to 4:00 pm. on Wednesdays. Friday and weekend volunteer hours are possible if a paid staff member is available to be present.

	10:00am	11:00am	12:00	1:00pm	2:00pm	3:00pm	4:00pm
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
<b>Weekend</b>							
Saturday							

### 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

#### Professional

- Clergy
- Attorney
- Counselor
- Financial/budget counselor/auditor

- Employment help/guidance

#### 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
- Server on board of directors

#### Facility

- Clean facility
- Maintain grounds/flower beds
- Maintenance

## **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 minor patients/clients, care for patients/clients alone, or handle cash, checks or credit card accounts. 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 and Code of Christian Conduct.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

-----**Office Use Only**-----

Date of Interview: \_\_\_\_\_

Date Began at Center: \_\_\_\_\_

Date Left Center: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **Policy: CONFIDENTIALITY**

Confidentiality occurs when there is an exchange of information made in trust between individuals or groups with the overt understanding that none of the information will be given to any other individual, group, or entity without the written consent of the patient.<sup>1</sup> The Abel Pregnancy Resource Center will comply with HIPAA in maintaining confidentiality.

#### ***PROCEDURE:***

1. All staff, volunteers and visitors entering the areas of the clinic beyond the reception area shall sign a Confidentiality Agreement (see form).
2. All patients will be protected from disclosure of information that violates their right to privacy except where required by law, i.e. child abuse, suicide prevention. Professional ethics require responsibility for maintaining the confidentiality of private information.
3. Observers shall be restricted from patient care areas.
4. The medical professional shall meet with the patient alone for the medical history and the pregnancy testing results. Doors must be closed.
5. Abel Center personnel shall be responsible for maintaining the confidentiality of private information. Disclosure by and between volunteers/employees of private information shall occur only as necessary to carry out job functions. Staff should be vigilant to protect patient confidentiality from others visiting the Center. All staff volunteers, board members and visitors shall sign a Confidentiality Agreement as a condition of association with the Center.
5. Information shall be released to third parties only upon written authorization from the patient per the Authorization to Release Records form
5. If questioned about a patient's records and there is no existing written authorization, the correct response is, "Due to confidentiality, I cannot verify the patient has ever been seen or treated at the Center, nor can I tell you that the requested records are on file." The patient can then be contacted by the clinic staff to let her know a request for records was made and the patient may determine if she would like to provide a written authorization to release the information to the party making the request.
6. The Abel Center shall implement the Privacy of Patient Health Information and Notice of Privacy Practices pursuant to HIPAA.

**NOTE:** Every state has laws requiring the reporting of child abuse. These laws may affect our policy on confidentiality.

---

<sup>1</sup> **NIFLA *Clinic Tips*, May 2010, Protecting What Has Been Entrusted to Us: Our Client's Confidentiality.**

**CONFIDENTIALITY AGREEMENT**

I understand that all Abel Pregnancy Resource Center information could be sensitive and confidential in nature, and I promise to maintain the confidentiality of all information to which I have access, including databases. I also commit to exercise discretion in conversation within the Center, 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 Center.

I understand that Abel Pregnancy Resource Center information of any nature is to be released by the Executive Director and agree not to discuss Center 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 Center’s databases, including medical, donor, etc., shall only be accessed for authorized reasons related to staff/job description responsibilities and 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.

---

Signed

---

Date

---

## **POLICY: CONFLICT RESOLUTION**

Whereas, Matthew 18 describes the biblical principle for resolving conflicts, and as a faith-based organization committed to obeying God's Holy Word, the Board of Directors and all staff and volunteers of the Abel Pregnancy Resource Center 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 the mouth of two or three witnesses may confirm every act. And if he refuses to listen to him, tell it to the church...” Matthew 18:15-17 New American Standard Version*

### **PROCEDURE:**

1. Each member of the Board of Directors and all staff and volunteers will sign the *CONFLICT RESOLUTION AND INTERPERSONAL COMMITMENT AGREEMENT* and be encouraged to seek prompt resolution of any disputes that may arise.
2. Conflict resolution should first be attempted on a one-on-one basis in accordance with Matthew 18:15. If this initial attempt is unsatisfactory, then another attempt to resolve the conflict should be made, this time with one or two additional board members, staff or volunteers brought in to the situation to help resolve the conflict.
3. If such initial attempt(s) are not successful, the matter should promptly be referred to an appropriate supervisor or center representative and accompanied with a completed *CONCERN REPORT FORM*. If applicable, the center's grievance procedure should be implemented and followed.
4. 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 conciliation process so that relationships may be promptly restored in forgiveness and love.

## CONFLICT RESOLUTION AND INTERPERSONAL COMMITMENT AGREEMENT

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

\_\_\_\_\_ I have read the Abel Pregnancy Resource Center’s *Conflict Resolution* and *Grievance Procedure* policies.

\_\_\_\_\_ I am completely committed to adhering to Abel Pregnancy Resource Center’s *Conflict Resolution* and *Grievance Procedure* policies 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* 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



## Abel Pregnancy Resource Center Policies & Procedures Manual

---

### 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.