



Volunteer Application

This application and the information provided will be reviewed by qualified St. Joseph PRC staff only and will remain confidential.

Directions for completing application for volunteer positions:

1. Fill out Sections **A** through **K** of this application as completely as possible.
 2. Provide the Pastoral and Personal Reference Forms to the persons completing them for you. (See Section **F**) (Ensure that your name and the position you are applying for, if known, is on the form. Also, encourage them to return the forms to the PRC as soon as possible.)
 3. Sign the application at the Signature of Agreement and Commitment section. (See Section **K**)
 4. Complete the Missouri Background check and return as soon as possible.
 5. Sign and keep the Volunteer Service Commitments, Commitment to Standards and Non-Disclosure and Signature of Agreement and Commitment documents (the last four pages **before** the Pastoral and Personal Reference Forms).
 6. Provide proof of necessary licenses or certifications, when applicable for the positions (for example, nurse).
 7. Return the completed application to St. Joseph PRC.
- NOTE – If you need additional room for your answers to any of the questions, please write on the back of the page.

***Your involvement in the St. Joseph PRC, including training,
can begin only after a complete application is returned to PRC
and reviewed by appropriate staff.***

A) Demographic Information

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Business Phone _____

Email Address _____ Cell # _____

Where do you attend church? _____

Emergency Contact Info Name _____ Phone _____

Name _____ Phone _____

B) Interest in PRC

How did you hear about PRC?

Why would you like to be involved with PRC?

Are you interested in working directly with patients? ☐ Yes ☐ No

If Yes, please describe your expectations. _____

C) Abortion & Adoption Experiences

(For Patient Resources and Medical Services Positions Only)

Have you had any personal experiences with abortion or adoption? ☐ Yes ☐ No

If Yes, please describe. _____

D) Mission, Values, and Strategy

Please carefully read the Mission, Values, Strategy other Positional Statements on the following pages. To be involved with PRC, you are expected to know and adopt the following, as well as perform your role accordingly.

Mission

The St. Joseph PRC will provide Christ-like services to pregnant, at-risk, and post-abortive women; addressing their spiritual, physical and emotional needs; equipping them to make healthy, life-affirming decisions.

Values – individual and team core values to obtain our Mission

- Prayerful
- Professional
- Relevant
- Accountable
- Persevering Spirit

Strategy

Develop and maintain accurate and relevant service to women at risk for abortion in an organizational environment made up of four main departments:

1. Medical Services
2. Patient Resources
3. Client Services
4. Advancement Team

E) Positional Statements

Please carefully read each of the four positional statements below. To be involved with PRC, you are required to sign an agreement to uphold each of the Positional Statements as stated. If you cannot agree to any part of the statements, stop the application process at this point and speak with a PRC representative. (Note – If you are not sure about your agreement or have a question about a statement, write this in the space at the end of this section and continue with the application.)

Abortion

1. It is our position that every abortion claims an innocent life.
2. We are painfully aware of the trauma surrounding pregnancies related to rape, incest, deformities of the developing child, and/or health risks to the mother. We exist, in part, to provide helpful intervention in such cases, but we do not find abortion to be either effective or morally acceptable as a method of reducing such trauma.
3. In those extremely rare cases where continued pregnancy may precipitate the mother's immediate and literal death, we find no clear biblical principle absolutely prescribing or recommending the act of abortion. In such cases, we encourage the parties involved to prayerfully consider the gravity of their decision and the merit of available alternatives. Furthermore, we commit ourselves to respect the decision of the parents and to provide whatever support is possible.

Birth Control

1. For far too long, "sex education" has concentrated on birth control instead of self-control. We believe that, so long as people engage in sexual relationships outside of marriage, there will continue to be great numbers of unplanned pregnancies, sexually transmitted diseases and broken lives.
2. PRC is working to reach young adults with the less appealing but more truthful message that sex can only be safe and loving within the context of a permanent, marital relationship.
3. Our staff does not refer or provide patients with birth control.

Statement of Faith*

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential, and that this salvation is received through faith in Jesus Christ as Savior and Lord.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

*The above Statement of Faith is consistent with that of the National Association of Evangelicals.

Statement of Principle

1. St. Joseph PRC is an outreach ministry of Jesus Christ through His church. Therefore, PRC is committed to presenting the gospel of our Lord to women in crisis pregnancies – both in word and in deed. In keeping with this purpose, those who serve the agency as board members, staff, and volunteers are expected to know Christ as their Savior and Lord.
2. St. Joseph PRC is committed to the highest degree of integrity in dealing with its patients, earning their trust, providing promised information and services, and avoiding any form of deception in its corporate advertising or individual conversations.
3. St. Joseph PRC offers assistance free of charge and does not discriminate on the basis of age, gender, marital status, race, or religious preference.
4. St. Joseph PRC provides accurate and complete information concerning prenatal development, abortion procedures and risks, and alternatives to abortion. Recognizing that abortion compounds human need rather than resolving it, this agency does not recommend, provide, or refer for abortions or abortifacients.
5. St. Joseph PRC is committed to meeting a woman's need at the point of decision regarding an unplanned or unwanted pregnancy. Through emotional support and practical assistance, women may face the future with hope, and plan constructively for themselves and their babies.
6. St. Joseph PRC supports adoption as an excellent alternative to abortion for women experiencing unplanned and unwanted pregnancies. A list of referrals to adoption agencies and attorneys is available for those who find parenting to be impossible at this stage of their lives. However, this organization does not initiate or facilitate adoption for our patients, nor do we receive payment of any kind from these agencies.
7. St. Joseph PRC provides accurate and complete information on birth control, distinguishing between methods that prevent conception and abortifacients, but does not provide or refer unmarried patients for birth control. Married couples seeking contraceptive information are encouraged to seek counsel from their pastor and physician.
8. St. Joseph PRC is committed to encouraging sexual abstinence among those who are single, and fidelity within a marriage relationship.

If you have, any variance with any part of the four Positional Statements listed or any questions about them, please state them below.

F) References

Involvement with PRC requires two references, one from your current Pastor and one from a person who knows you well and for longer than a year. The personal reference cannot be an immediate family member.

You are responsible for getting the Reference Forms located at the end of this Application to the people who will complete the forms on your behalf. Please ask them to return the Reference Forms directly to the PRC.

Where do you attend church? _____

Please list the two people who will be completing the Reference Forms for you.

Pastor _____ Phone _____

Personal _____ Phone _____

Relationship to you _____

G) Relevant Experience & Skills

Please describe any experience you think may be relevant to working at St. Joseph PRC. This can be employment, volunteer experiences, occupational training, public speaking, etc.

Organization / Company	Job Title	Responsibilities

Please provide us with information about skills you may have. These can be office skills, computer skills, medical skills, counseling skills, etc.

H) Availability & Frequency

Please check the appropriate days and times you expect to be available.

		Days of Week						
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time	Morning							
	Afternoon							
	Evening							

Please circle the frequency you will be able to work.

Frequency	Multiple times per week	Once a week	Every other week	Once per month	Occasionally (as my schedule allows)	On Call (as you need me)
	Other _____					

NOTE – Volunteer positions are expected to be for a period of at least one year following training. Although schedules during this time may change, the PRC is asking for a minimum commitment of one year. If you are unable to make this commitment, please indicate reasons in the space below.

I) Area of Interest

Please circle the roles you are interested in.

<u>Patient Resources</u>	<u>Medical Services</u>	<u>Client Services</u>	<u>Advancement Team</u>
Receptionist	Nurse	"My Baby and Me" Class leader	Fundraising
Patient Advocate	Sonographer	Baby Boutique Volunteer	Donor Development
Translator (Spanish)		Post-abortion healing	Clerical
			Mailing Assistants
			Public awareness

J) Commitment to Standards and Non-Disclosure

St. Joseph PRC is committed to serving our patients and donors with the highest standard of professionalism. To do this, we require that all staff and volunteers agree to and commit to the standards listed below. Please read each of the standards carefully. We require that you adhere to these standards at all times during your involvement with St. Joseph PRC.

NOTE – If you have a question about a standard or feel that, you may be unable to adhere to a standard, please indicate this in the space at the end of this section.

- I will know and responsibly work towards fulfilling St. Joseph PRC's Mission and Strategy.
- I will apply the values of Prayerfulness, Professionalism, Relevance, Accountability and Perseverance to my role and activities at St. Joseph PRC.
- I will serve women and men in unplanned pregnancies and post-abortion counseling with care and compassion, speaking the truth in love through ministry and not manipulation. (For those in positions with patient contact.)
- I will keep all patients' identities and life situations in strict confidence at all times.
- I will keep all donors' identities and donations in strict confidence at all times.
- I will keep all business operations, processes, methods, and documentation of St. Joseph PRC in strict confidence at all times.
- I will comply with the Policies and Procedures established by St. Joseph PRC.
- I will commit to serve in my position with St. Joseph PRC for at least one year, following training.

- I will never refer or advise anyone to have an abortion.
- I will uphold St. Joseph PRC's policy on birth control, which is abstinence only for unmarried patients.
- I will maintain my scheduled hours and seek a qualified substitute when necessary.
- I will be prepared for my scheduled duties and will remain responsibly engaged while performing my duties.
- I will pray for St. Joseph PRC staff, volunteers, and patients.
- I will commit to a monogamous marriage relationship during my time at St. Joseph PRC (if married).
- I will remain sexually abstinent during my time at St. Joseph PRC (if unmarried).
- I will maintain any professional licenses and certifications required to perform services at St. Joseph PRC.

Questions or comments concerning the above Commitment to Standards and Non-Disclosure:

K) Signature of Agreement and Commitment

Having carefully read and completed this Application, I, the undersigned, agree that:

- I have provided information that is accurate,
- I will uphold the Mission, Values, Strategy and other Positional Statements of St. Joseph PRC,
- I will uphold the Positional Statements as stated,
- I will uphold the Commitment to Standards and Non-Disclosure as stated, and
- I have included any questions, concerns, or differences as I presently have them.

Print Name _____

Signature _____

Date _____

Volunteer Service Commitments

*This is **your** copy of our Mission, Values and Strategy. This portion is for you to retain and review as necessary as a reminder of your ongoing commitments to St. Joseph PRC*

Mission, Values, and Strategy

To be involved with PRC, you are expected to know and adopt the following, as well as perform your role accordingly:

Mission

The St. Joseph PRC will provide Christ-like services to pregnant, at-risk, and post-abortive women; addressing their spiritual, physical and emotional needs; equipping them to make healthy, life-affirming decisions.

Values

- Prayerful
- Professional
- Relevant
- Accountable
- Persevering

Strategy

Develop and maintain accurate and relevant service to women at risk for abortion in an organizational environment made up of three main departments:

- Patient Resources
- Medical Services
- Advancement – (lead by content expert Dept. Leaders who each assemble volunteer teams for the purpose of accomplishing the mission as it relates to their respective department.)

Positional Statements

To be involved with PRC, you are required to sign an agreement to uphold each of the Positional Statements as stated. Please carefully read each of the four positional statements below. If you cannot agree to any part of the statements, stop the application process at this point and speak with a PRC representative. (Note – If you are not sure about your agreement or have a question about a statement, write this in the space at the end of this section and continue with the application.)

Abortion

- ☐ It is our position that every abortion claims an innocent life.
- ☐ We are painfully aware of the trauma surrounding pregnancies related to rape, incest, deformities of the developing child, and/or health risks to the mother. We exist, in part, to provide helpful intervention in such cases, but we do not find abortion to be either effective or morally acceptable as a method of reducing such trauma.
- ☐ In those extremely rare cases where continued pregnancy is reasonably expected to precipitate the mother's immediate and literal death, we have been able to discover no clear biblical principle absolutely prescribing

or recommending the act of abortion. In such cases, we encourage the parties involved to prayerfully consider the gravity of their decision and the merit of available alternatives. Furthermore, we commit ourselves to respect the decision of the parents and to provide whatever support is possible.

Birth Control

- ☐ For far too long “sex education” in our schools has concentrated on birth control instead of self-control. We believe that, so long as people engage in sexual relationships outside of marriage, there will continue to be great numbers of unplanned pregnancies, sexually transmitted diseases and broken lives.
- ☐ Much of the difficulty encountered in confronting the problems of young-adult promiscuity and pregnancy stems from a paradox engendered by the birth control establishment. Though young people are taught that sex outside of marriage is “no big deal,” they sense its profound significance and feel both permission and desire to become sexually active. This has produced ever-higher rates of young-adult sexuality, pregnancy, abortion and disease – the very problems that expensive, tax-funded programs promised to prevent.
- ☐ PRC is working to reach young adults with the less appealing, but more truthful message, that sex can only be safe and loving within the context of a permanent, marital relationship.
- ☐ Our staff does not refer for or provide patients with birth control.

Statement of Faith*

- ☐ We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- ☐ We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- ☐ We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- ☐ We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential, and that this salvation is received through faith in Jesus Christ as Savior and Lord.
- ☐ We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- ☐ We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
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- ☐ PRC offers assistance free of charge and does not discriminate based on age, gender, marital status, race, or religious preference.
- ☐ PRC provides accurate and complete information concerning prenatal development, abortion procedures and risks, and alternatives to abortion. Recognizing that abortion compounds human need rather than resolving it, this agency does not recommend, provide, or refer for abortions or abortifacients.
- ☐ PRC is committed to meeting a woman's need at the point of decision regarding an unplanned or unwanted pregnancy. Through emotional support and practical assistance, women may face the future with hope, and plan constructively for themselves and their babies.
- ☐ PRC supports adoption as an excellent alternative to abortion for women experiencing unplanned and unwanted pregnancies. A list of referrals to adoption agencies and attorneys is available for those who find parenting to be impossible at this stage of their lives. However, this organization does not initiate or facilitate adoption for our patients, nor do we receive payment of any kind from these agencies.

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- ☐ PRC is committed to encouraging sexual abstinence among those who are single, and fidelity within a marriage relationship.

Commitment to Standards and Non-Disclosure

PRC is committed to serving our patients and donors with the highest standard of professionalism. To do this, we require that all staff and volunteers agree to and commit to the standards listed below. We require that you adhere to these standards at all times during your involvement with PRC.

- I will know and responsibly work towards fulfilling PRC's Mission and Strategy.
- I will apply the values of Professional, Prayerful, Relevant, Accountable, Persevering to my role and activities at PRC.
- I will serve women and men in unplanned pregnancies and post-abortion counseling with care and compassion, speaking the truth in love through ministry and not manipulation. (For those in positions with patient contact.)
- I will keep all patients' identities and life situations in strict confidence at all times.
- I will keep all donors' identities and donations in strict confidence at all times.
- I will keep all business operations, processes, methods, and documentation of PRC in strict confidence at all times.
- I will comply with the Policies and Procedures established by PRC.
- I will commit to serve in my position with PRC for at least one year following training.
- I will never refer or advise anyone to have an abortion.
- I will uphold PRC's policy on birth control, which is abstinence only for unmarried patients.
- I will maintain my scheduled hours and seek a qualified substitute when necessary.
- I will be prepared for my scheduled duties and will remain responsibly engaged while performing my duties.
- I will pray for PRC staff, volunteers, and patients.
- I will commit to a monogamous marriage relationship during my time at a PRC (if married).
- I will remain sexually abstinent during my time at PRC (if unmarried).
- I will maintain any professional licenses and certifications required to perform services at PRC.

Signature of Agreement and Commitment

Having carefully read and completed the St. Joseph PRC's Application, I, the undersigned, agree that:

- I have provided information that is accurate,
- I will uphold the Mission, Values, Strategy and other Positional Statements of PRC,
- I will uphold the Positional Statements as stated,
- I will uphold the Commitment to Standards and Non-Disclosure as stated, and
- I have included any questions, concerns, or differences as I presently have them.

Print Name _____

Signature _____

Date _____



Pastoral Reference Form



Applicant's Name: _____ Position: _____

The above named individual has applied for a volunteer position with St. Joseph PRC. PRC would appreciate a confidential statement from you concerning the applicant's conformity to the qualities listed below and their expected ability to carry out their duties for PRC. Please include how long and in what capacity you have known the applicant.

PLEASE NOTE – As part of our application process, after receiving this reference form from you, a PRC staff person will be contacting you to discuss the applicant's involvement with PRC.

Desired Qualities – As part of PRC, the applicant will work for or with women and men who may be facing the decisions of an unplanned pregnancy. Some of the qualities desired in volunteers are:

- A genuine commitment to Jesus Christ as Savior and Lord of their life.
- A willingness to give of themselves with compassion to the women and men they will serve.
- Dependability and responsibility to perform their role and corresponding activities with excellence.
- An ability to uphold their commitments to the Mission, Values, Strategy and other Positional Statements of PRC.

Your comments concerning the applicant's conformity to the qualities listed above:

Please check the best rating for the areas listed.

	Below Average	Average	Above Average
Dependability	_____	_____	_____
Spiritual Maturity	_____	_____	_____
Communication Skills	_____	_____	_____
Initiative	_____	_____	_____

Your Name _____ Church _____

Address _____

Phone (day) _____ (evening) _____

Signature _____ Date _____

**Please mail or fax this form to St. Joseph PRC
Attn: Application Process, 1502 N. 36th St., Ste. D
Saint Joseph, MO 64506
PHONE: 816-387-8090 ~ FAX: 816-273-0601**



Personal Reference Form



Applicant's Name: _____ Position: _____

The above named individual has applied for a volunteer position with St. Joseph PRC. PRC would appreciate a confidential statement from you concerning the applicant's conformity to the qualities listed below and their expected ability to carry out their duties for PRC. Please include how long and in what capacity you have known the applicant.

Desired Qualities – As part of PRC, the applicant will work for or with women and men who may be facing the decisions of an unplanned pregnancy. Some of the qualities desired in volunteers are:

- A genuine commitment to Jesus Christ as Savior and Lord of their life.
- A willingness to give of themselves with compassion to the women and men they will serve.
- Dependability and responsibility to perform their role and corresponding activities with excellence.
- An ability to uphold their commitments to the Mission, Values, Strategy and other Positional Statements of PRC.

Your comments concerning the applicant's conformity to the qualities listed above:

Please check the best rating for the areas listed.

	Below Average	Average	Above Average
Dependability	_____	_____	_____
Spiritual Maturity	_____	_____	_____
Communication Skills	_____	_____	_____
Initiative	_____	_____	_____

Your Name _____ Occupation _____

Address _____

Phone (day) _____ (evening) _____

Signature _____ Date _____

Please mail or fax this form to St. Joseph PRC
Attn: Application Process, 1502 N. 36th St., Ste. D
Saint Joseph, MO 64506
PHONE: 816- 387-8090 ~ FAX: 816-273-0601

AUTHORIZATION FOR BACKGROUND CHECK

(Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process.)

I, _____, hereby authorize the **St. Joseph PRC** to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that **St. Joseph PRC** will utilize The Missouri State Highway Patrol in checking such information, and I specifically authorize such an investigation. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for volunteering will not be processed further.

Signature of Applicant

Date

Applicant's Name - Printed

Information needed for background check

APPLICANT'S LAST NAME		FIRST	MIDDLE	JR/SR
MAIDEN/ALIAS LAST NAME		FIRST	MIDDLE	JR/SR
SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	DATE OF BIRTH (MM/DD/YY)	SOCIAL SECURITY #	RACE <input type="checkbox"/> BLACK <input type="checkbox"/> INDIAN <input type="checkbox"/> WHITE <input type="checkbox"/> ASIAN <input type="checkbox"/> OTHER	
CURRENT ADDRESS	STREET-P.O. BOX	CITY	STATE	ZIP



Commitment of confidentiality to our clients.

St. Joseph PRC/Willowbrook Women's Center promises to keep all information confidential and advertises this policy openly. If we fail to keep this promise, clients will not want to come for our service and we jeopardize the reputation of the center. Additionally, information shared could endanger our clients. For these reasons, it is important to remember to follow these rules:

1. Never discuss anything about a client or a client's situation with anyone outside the center.
2. Never request prayer for a client by giving confidential information or specifics about him or her.
3. If you feel or have been told there has been abuse of any kind, please contact the Executive Director. We are mandated reporters and must report such incidents.
4. Never discuss donor information of any kind with anyone outside the center.

As stated in the handbook, any breach of confidentiality will be immediate grounds for dismissal.

I, _____, hereby pledge as an employee of St. Joseph PRC/Willowbrook Women's Center, both client and financial supporter information will remain confidential. I will not discuss any information with anyone outside of the clinic. I will only do so in such cases as required by the law; for example, the mandatory reporting of physical or sexual abuse of a minor.

Signature _____

Date _____