Grace House CCL Volunteer Application

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In what areas are you interested in serving? (Please check all that apply)

\_\_\_\_ Transportation/ Do you have insurance? \_\_\_\_\_ DL#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Teacher / subject(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Counseling/ credentials\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Donation of services/ what service? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Fundraising

\_\_\_\_ Public relations

\_\_\_\_ Prayer

\_\_\_\_ Board member

\_\_\_\_ Mentor

\_\_\_\_ After hours care/sister-sitting

\_\_\_\_ Exit planning

\_\_\_\_ Obtaining vital documents

\_\_\_\_ Banquet committee

\_\_\_\_ other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Availability: List times available on specified day.

Can you stay overnight? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  |  |  |

Church affiliation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For how long? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who is your pastor? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal references: List 3 people you have known at least 2 years.

* Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever volunteered at Grace House before? If so: when, what did you do and what was your reason for leaving? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Please tell us about your relationship with Jesus.

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

What are your religious beliefs? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

What is your favorite scripture and why?

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

Do you smoke or does anyone in your household smoke? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you drink or does anyone in your household drink? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you or anyone in your household administer medicine by injection? \_\_\_\_\_\_\_\_\_

1. Please keep in mind that some residents have a history with needles and

prescription medicines. If you do take medicine, please do not take medicine in front of residents and do not discuss your medicine with them. Also, if you have a resident in your home please put away all medicines in a place that will not be accessed by the resident. For example, please do not keep your meds in the bathroom. If the resident needs something for a headache, the only allowed medicine is over the counter, Tylenol and Ibuprofen. If the resident needs any other medicine, please notify the staff immediately.

1. Remember, first and foremost that we are here to encourage and lead these

amazing women, by your own example, in the ways of our Lord Jesus Christ. Helping them to understand Romans 12:2- “Do not conform to the pattern of this world but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is--his good, pleasing and perfect will.”

1. It is OK if you do not understand why a rule has been set and/or do not agree with the rule. Please understand that it is in the best interests of all residents that you ask a director about the rule or rules you are concerned with. Have them explain the reasons you may not see or understand. There is always a reason. Discuss your concerns with the director and not the residents.
2. Never disagree with the program when talking with community, residents, residents’ families or other volunteers. Always discuss concerns with director. Discussing concerns outside of the director's office will only calls dissension and division among those involved. These people may not fully understand the program and why rules have been set in place. We never want to discourage our resident or other volunteers.
3. Be mindful of residents. Do not use trigger words or phrases that could be offensive to them. Do not use words like crackhead or dope head. If you feel like you're being manipulated do not say things like "I'm not falling for that "or" I don't believe that”. Choose your words very carefully. Good examples would be to say something like," I'm not comfortable doing that" or" I need to verify the rules concerning this". Please discuss concerns with director if the manipulation continues.
4. Lead and guide the residents but do not force or control them. Always remember they are here voluntarily and can leave anytime they want. If your faced with a situation you do not feel comfortable with, or feel you cannot handle, always go to director for advice or counsel on how you should proceed.
5. If a resident is having difficulty in the program with rules or other residents, never take sides. Never keep secrets with a resident. Explain Luke 8:17 to the Resident, “that what is done in darkness will be brought into the light.” You should always encourage the resident with the word of God and offer to pray with them. Always advise a resident to do what she knows is right no matter what she sees going on around her. Explain that God will work all things out for the good of those who love him and are called according to his purpose.
6. Always be sure, as a volunteer and/or mentor, that you continually be in prayer that God make you aware of any efforts of manipulation. Even more importantly that he keeps your heart soft and compassionate and not allow you to be unduly suspicious or to guarded, when it is not need it.
7. If you are teaching a class, be sure not to force opinions on the residents. Try to keep in mind that we are all on different levels spiritually, emotionally, mentally, and physically.
8. If you are asked by resident to contact anyone for any reason, you must tell the resident you cannot do this for them. If they need to speak with or send a message to anyone they must go through the director. This is very important. You may not know the dangers you are stepping into are the boundaries you are crossing. Some people do not want to be contacted. If a resident does ask you to contact someone for them, please notify the directors immediately.
9. Please always leave all purses and valuables in your car or on your person. Never use your cell phones around the residents or allow them to check their Facebook, social media, make calls, send text messages, or any other activities on your phone or computer. Residents are not allowed Internet access and cannot use a computer outside the supervision of the director. Never manipulate the rules for the residents. No matter how tempting it may be. This will be a great way to explain how to not give into temptations when you want to do something. Explain that your integrity and relationship with God is too important for you to jeopardize in this way or any way. Stand firm in the small areas, it is huge to a person learning how to live a godly life.

Grace House of Cedar Creek Lake Volunteer covenant

As a volunteer at Grace House of Cedar Creek Lake, I understand that the resident will share personal information with me or in my presence. Please try to keep in mind that these wonderful women come from all walks of life. Some had been abused, some have families, others do not. Some may hold fast to traditions their families have had (many you may not agree with) and they might not see anything wrong with them. Be sure to walk softly with opinions concerning their past believes and be aware of offenses Satan could use against your efforts to bond with the resident. When the resident is talking to you in private and saying things you know go against the word of God, you can guide them to the truth but do not force or tell them they are wrong while they are opening up to you. This could cause them to close up and not speak openly to you in the future.

Clients Privacy

The personal information about each of our residents is very confidential. We ask that you never share resident’s information outside of the Facility unless you have specific permission from the client or directors. Generally, information exchanged between mentor and resident are confidential. However, if you have concerns about the resident that you feel would be important for the program to be aware of, please contact the director. Mentors and volunteers are not allowed to discuss information about the clients in the program. This includes acknowledging whether someone is a resident here, unless the director gives permission.

If a resident leaves the program prematurely, caution should be exercised by the mentor. If a resident contacts and mentor after leaving the program, the mentor should explain to the resident that you can no longer communicate with them due to the Program Guidelines.

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grace House of Cedar Creek Lake Do’s and don'ts (keep this page)

1. We have a very detailed schedule. If you find you will not be able to be here at your scheduled time please notify the director by text, phone or email as soon as possible. We understand life happens, but we should not here about your upcoming absences from residents.
2. Before starting a new lesson, please submit the lesson plans to the director either in person or by email.
3. You will be given a copy of the resident rules and regulations. Please read through them to help better understand their perspective and the expectations they are to follow while in the program. You are part of their accountability team and if you see they are disrespecting themselves or the Grace House program it can be used as a teachable moment.
4. Treat the women with respect. Do not ask personal questions about their past unless they are offering to share.
5. Be a good listener. It is amazing how appreciative the women are of someone that is willing to take time to listen to them and their issues.
6. Please do not give residents your home phone number or address. As a resident comes to completion of their program you may then pass along your information.
7. Please be aware of your language. The women look to you as their Christian role model.
8. Do not allow the resident to make calls on your phone.
9. Please ask permission from the director to purchase items for resident. Most of our needs are supplied by donation. The clothes donated to Grace House are gently used and of good quality. Most of our products are bargain brands, they are sufficient. Buying someone's favorite, premium shampoo or shower gel, may cause problems among the Housemates.
10. Do not buy cellphones, stamps or excessive gifts for a resident. Gifts of money are not suggested but, in some cases, will be allowed. Gifts of money should be handed to the director. If money is given for a specific purpose, please make that purpose known to the director. Generally, gifts given during residency at grace house should be personal and inexpensive.
11. Please keep in mind that during the program the ladies have limited interaction with the outside world. They are set apart to focus on understanding themselves and why they make the choices they have made to bring them to this point of surrender in their lives. Do not force the resident to share. Be patient.