



Dear Friend,

Thank you for following the Lord's leading to consider volunteering at Insight Women's Center (IWC). It is essential for a Christian to serve the Lord by using his/her God given talents, and if God has put on your heart to use these gifts here at IWC, we are both blessed.

There are many different opportunities available within the IWC ministry. The attached list provides a description of some direct service areas where volunteers are needed. Beyond those, we often have a need for special assistance with things like mailings, fundraising events, etc. We believe that every person who has a desire to be involved with IWC can find a place where his/her particular skills and abilities are useful.

Our Volunteer Application, Statement of Faith, Mission Statement, Ends Statements, Commitment of Care and Competence, & Code of Christian Conduct are included in the packet for your review. Common goals are essential for the continuing work of IWC. Any disagreement with the statements should be discussed with the CEO before a commitment to volunteer is made. Once these forms have been received here at the Center, we will contact you to set up an interview.

This ministry really does depend on the willingness of Christians to give of their time and talents to serve, and we know there will be an eternity of reaping the benefits of such service. Galatians 6:9 says "Let us not lose heart in doing good, for in due time we will reap if we do not grow weary."

In Christ's Love,

Bridgit Smith
CEO

Volunteer Opportunities

Direct Service Volunteer Opportunities: All volunteers who provide direct service to our clients are required to go through an online training before working directly with clients.

- **Client Advocate: Clinic** - Offers one-on-one crisis intervention and pregnancy options education to women and families. Clinic Client Advocates reach out to women and families with the compassion of Christ by offering assistance in both word and deed. Responsibilities include keeping accurate client and office records and making at least one follow-up contact with each client. Completion of initial and ongoing training are required along with attendance at volunteer meetings. A commitment to a regular schedule for a minimum of one year is requested.
- **Client Advocate: BrightCourse** - Facilitates the BrightCourse curriculum. BrightCourse Client Advocates meet with clients in a private setting to listen to, educate, and affirm women and families who seek our services. They offer physical, emotional, and spiritual support to clients along with presenting ready-made lessons on topics pertaining to pregnancy, childbirth, and child rearing from our BrightCourse program. Responsibilities include keeping accurate client and office records and making at least one follow-up contact with each client. Completion of initial and ongoing training are required along with attendance at volunteer meetings. A commitment to a regular schedule for a minimum of one year is requested.
- **Bi-lingual Client Advocate** - Able to speak and write both Spanish and English. Completion of initial and ongoing training are required along with attendance at volunteer meetings. A commitment to a regular schedule for a minimum of one year is requested.
- **Fatherhood Program Client Advocate/Coach** - Works with our Fatherhood Coordinator. The group class and 1-on1 mentoring are designed to help men improve their parenting skills and fathering knowledge. Completion of initial and ongoing training are required along with attendance at volunteer meetings. A commitment to a regular schedule for a minimum of one year is requested.
- **Front Desk Assistant** - Works with the Administrative Assistant to greet and check-in clients when they arrive and help schedule appointments as they leave. Completion of initial and ongoing training are required along with attendance at volunteer meetings. A commitment to a regular schedule for a minimum of one year is requested.
- **Resident Support** - Works with Resident Supervisor and other Selah Home staff to support residents and help with day- to -day activities of the home.
- **Driver** - Helps with transporting Selah Home residents to appointments at Insight Women's Center.

Non-Direct Service Volunteer Opportunities:

- **In-Center Prayer Warrior** - Commits to coming to the center on the same scheduled day each week to pray through the prayer requests.
- **Spring Fundraising Team Member** (December through April) - Helps with the major fundraising event.
- **Organize a Baby Bottle Campaign** (fundraising at your church) - Commits to facilitating a 1-month-long campaign at your church. We provide the baby bottles, bulletin inserts, and flyers. Responsibilities include distributing/collecting baby bottles and marketing the campaign to your congregation.
- **Deep Cleaning Days** (periodically scheduled) - We would add your name to our list and call when the time comes..
- **Seasonal Change-Over** (twice a year, four-hour shifts) - We would add your name to our list and call when the time comes.

Behind the Scenes:

- **IWC Public Relations** - Helps familiarize people with Insight Women's Center &/or Selah Home ministries. Responsibilities may include planning/organizing advertising and distributing brochures, posters, etc.
- **Church Ambassador** - Represents IWC to your church, disseminating information, etc.
- **Host a Baby Shower** - Plans/organizes a baby shower for IWC's Buttons & Bows Boutique; invites friends, Bible study group, etc. to participate. We provide the wish list.

Church Group Opportunities:

- **Host Discipleship Training** (at your church) - Plans/organizes the training using the Making Life Disciples six-part DVD curriculum. The purpose is to equip the Church to offer compassion, hope, help, and discipleship to anyone considering abortion.
- **Host Embrace Grace or Embrace Life** - Works with IWC &/or Insight at KU to plan/organize church-based support groups or single moms.
- **Weekly/Monthly Cleaning** - Small Group or women's ministry commits to cleaning Insight Women's Center on a regular schedule.

Marital Status: ☐ Single ☐ Married ☐ Widowed ☐ Separated ☐ Divorced

Spouse's Name: _____ Spouse's Occupation: _____

Children's Name(s)/age(s): _____

How does your spouse/family feel about your involvement in this kind of work? _____

I have attached my resume (required for medical volunteer roles): ☐ Yes ☐ No If no, please answer the following questions:

High school graduate? ☐ Yes, year _____ ☐ No College graduate? ☐ Yes, year _____ ☐ No

Current Occupation: _____

Current Volunteer Work: _____

Past Employment: _____

Special qualifications (advanced degree, counseling experience, applicable certifications/training, etc.): _____

What other languages do you speak? _____

Where do you attend church? _____ Are you a member? ☐ Yes ☐ No

How frequently do you attend? _____ Pastor's Name: _____

May we call him/her for a reference? ☐ Yes ☐ No If yes, pastor's contact: _____

How does a person become a Christian? _____

When did you become a Christian? _____ Are you comfortable sharing your personal faith in Jesus Christ? _____

Have you ever received training to share your faith in Jesus Christ? ☐ Yes ☐ No

If yes, what church, year, and type of program? _____

If no, are you willing to be trained in personal evangelism? ☐ Yes ☐ No

What role do you believe prayer plays in this ministry? _____

Do you prefer interaction in: ☐ Large groups ☐ Small groups

Are there any personalities with whom you might have difficulty? ☐ Yes ☐ No If yes, please explain: _____

Have you experienced anything traumatic in the past year? ☐ Yes ☐ No If yes, how have you dealt with it? _____

Have you/your partner had a miscarriage? ☐ Yes ☐ No If yes, have you received after-miscarriage counseling? ☐ Yes ☐ No

Have you/your partner had an abortion? ☐ Yes ☐ No If yes, have you received after-abortion counseling? ☐ Yes ☐ No

Briefly describe how you would advise a young woman/man experiencing a crisis pregnancy: _____

Please list two personal references with email address:

1. _____ Email: _____

2. _____ Email: _____

For medical volunteer roles, please list one professional reference with email address:

1. _____ Email: _____

Do Not Write Below This Line

Interview Date(s): _____

Interviewed by: _____

Comments:

Executive Director Approval: _____ Date: _____



STATEMENT OF FAITH

1. We believe the Bible to be the only fully inspired, infallible, inerrant, and authoritative, written word of God (2 Timothy 3:16; 2 Peter 1:21).
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit (Genesis 1:1; John 10:30, 37-38).
3. We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His bodily resurrection, and in His personal return in power and glory (Luke 1:35; John 2:11, 11:25; Acts 1:1; Revelation 19:11, 16).
4. We believe that the human race is fallen in Adam and that the salvation of lost and sinful man depends upon the substitutionary death of Jesus Christ and is made effectual by faith alone (Romans 3:19, 23; John 3:16, 19; Ephesians 2:8-9; Titus 3:5-6).
5. We believe in the personality and deity of the Holy Spirit (1 Corinthians 3:16, 6:19-20).
6. We believe in the resurrection of both the saved and the lost; those who are saved to the resurrection of life and those who are lost to the resurrection of damnation (John 5:28-29).
7. We believe in the Great Commission as the primary mission of the church, and in the spiritual unity of believers in our Lord Jesus Christ (Matthew 28:20; 1 Corinthians 12:12-13; Galatians 3:26, 28).
8. We believe that man was created in the image of God and that, from the moment of conception, man bears His image. We believe that all life begins at conception, and we have no right to interrupt that plan of God (Genesis 1:26, 28; 5:1-2; Psalm 139:13-16).

As a staff/volunteer representing IWC, I believe this statement of faith in its entirety. I pledge to support the staff and leadership of IWC, as we promote these truths together. I will not undermine these beliefs in any way. If questions of philosophy, theology or ethics should arise with any client, I will refer the client to the Executive Director/CEO.

Staff/Volunteer Signature

Date



MISSION STATEMENT

Insight Women's Center's mission is to reach out and serve our community with Jesus' love. By providing evidence-based education, pregnancy help services, & parenting support in a safe environment, we empower women and men to make well-informed and confident pregnancy decisions.

Selah Home's mission is to provide a safe, Christ-centered residence where pregnant women and their children can grow physically, spiritually & emotionally on a hope-filled journey toward healing and independence.

Statements which back up our mission:

We believe unplanned pregnancies are often symptomatic of even deeper needs in an individual's life. As we reach out with compassion and practical help, it is our desire to minister to the whole person with the healing message of forgiveness and redemption through Jesus Christ.

We believe abortion destroys a preborn human being made in the image of God, and it may leave a mother with lifelong emotional and spiritual scars as well. We also believe that lack of information is a major cause of abortion, especially among teenagers. We therefore propose to educate each girl who comes to us with the facts of her baby's development, the facts of abortion, and the options and opportunities available to her, making ourselves available to help her make a thoughtful decision concerning her own and her baby's future.

We believe pregnancy constitutes a God-given responsibility of mother to child which must be weighed carefully. When a girl chooses to keep and raise her child, we provide educational and practical assistance as needed--from housing, maternity clothes and baby items to lessons on child development, health and nutrition as well as friendly emotional support throughout.

We believe adoption is a very positive experience in God's plan and serves as a picture of the believer's adoption into God's family. When adoption is elected, we walk through the entire process with her. Although not an adoption agency, we are committed to providing emotional and practical support before, during and after the birth.

We believe that the one who chooses to abort in spite of the help offered needs our ongoing love and compassion. We want to continue to make our friendship available to her through the emotional and physical crises she may face.



ENDS STATEMENTS

- Because of IWC, pregnant women & other women in the Douglas County area will experience the love of Christ and be on the path to spiritual maturity, healthy and whole, and making life-affirming, family-building choices.
- Because of IWC, pregnant women and other women in the Douglas County area experience the love of Christ.
- Because of IWC, pregnant women & other women in the Douglas County area are growing in spiritual maturity.
- Because of IWC, pregnant women and other women in the Douglas County area are healthy and whole.
- Because of IWC, pregnant women and other women in the Douglas County area are making life-affirming, family-building choices.



Our Commitment of Care and Competence

- Clients are served without regard to age, race, income, nationality, religious affiliation, disability or other arbitrary circumstances.
- Clients are treated with kindness, compassion, and in a caring manner.
- Clients always receive honest and open answers.
- Client pregnancy tests are distributed and administered in accordance with all applicable laws.
- 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.
- Clients receive accurate information about pregnancy, fetal development, lifestyle issues, and related concerns.
- We do not offer, recommend, or refer for abortions or abortifacients, but are committed to offering accurate information about abortion procedures and risks.
- All of our advertising and communication are truthful and honest and accurately describe the services we offer.
- We provide a safe environment by screening all volunteers and staff interacting with clients.
- We are governed by a Board of Directors and operate in accordance with our Articles of Incorporation, By-laws, and mission.
- We comply with the 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.
- 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.



Insight Women's Center Code of Christian Conduct

1. We are conscious of the fact that everything we do, directly or indirectly, has the potential to reflect upon the Center as a whole.
2. We always conduct ourselves with openness, forthrightness, and honesty in dealing with people and organizations, both internally and externally.
3. We hold ourselves to the highest possible standard of conduct, always striving to avoid even the appearance of impropriety.
4. All our communications are truthful, honest, and accurately describe the services we offer.
5. We operate in accordance with all applicable laws.
6. We respect confidentiality and only disclose information as required by law.
7. We treat others with kindness, compassion, and in a caring and courteous manner, regardless of their choices.
8. We believe in the sanctity of life from the moment of conception to natural death.
9. We oppose abortion under any circumstance.
10. We oppose all forms of abortifacients.
11. We give accurate information about pregnancy, fetal development, lifestyle issues, and related concerns.
12. We do not offer, recommend or refer for abortions or abortifacients, but we are committed to offering accurate information about abortion procedures and risks.
13. We believe the Bible is the authoritative Word of God and provides guidance for our lives.
14. We believe that God intends sexual intimacy to occur only between one man and one woman who are married to each other. 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.
15. We live a lifestyle consistent with biblical values.
16. 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.
17. No one will accept gifts or favors which might influence the performance of their responsibilities.

I agree to uphold the values and beliefs expressed in this Code of Christian Conduct and promise to strive to live a biblical lifestyle. I understand that violation of these principles shall constitute cause for discipline up to and including termination.

Staff/Volunteer Signature

Date



STATEMENT OF COMMITMENT

I believe I am called by God and convicted by Scripture to minister with compassion to women and families facing unplanned pregnancies.

I desire to be His light in darkness by speaking the truth in love.

I have read, agree with, and will abide by the IWC [Statement of Faith](#), [Mission](#) and [Vision/Ends](#) Statements, [Commitment of Care and Competence](#), and the [Code of Christian Conduct](#).

Therefore, I am committing to the ministry of Insight Women's Center/Selah Home in the following position(s): _____

I hereby pledge that as an IWC staff member and/or volunteer, I will:

1. Attend all meetings and/or trainings that are required for my position at IWC.
2. Abide by applicable IWC Policies and Procedures.
3. Pray regularly for my part in the ministry and for the ministry as a whole.
4. Fellowship with other believers for encouragement and edification (this means being a part of a local Christian church).

Agreed: _____ Date: _____

Print

Signature



Job Title: Volunteer Client Advocate

Objectives of the Position: As an ambassador of Jesus Christ, the Client Advocate offers clients making a pregnancy decision or coping with the results of their choice, compassion, hope, help, and Christ-centered support.

Organizational Mission Statement: Insight Women's Center's mission is to reach out and serve our community with Jesus' love. By providing evidence-based education, pregnancy help services, & parenting support in a safe environment, we empower women and men to make well-informed and confident pregnancy decisions.

Reports to: Client Care Coordinator &/or Nurse Manager

Qualifications:

- Committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord and an active member of a local Bible-believing church.
- Dependable, stable, and capable of committing to this position's responsibilities and duties.
- Understands basic interpersonal dynamics.
- Agrees with and is willing to uphold IWC's Statement of Faith, Mission and Vision/Ends Statements, Commitment of Care and Competence, Code of Christian Conduct, and policies of the center.
- Believes in the sanctity of all human life from the moment of conception through natural death. Dedicated to the pro-life position and sexual purity. Maintains a consistent life-affirming philosophy and would never refer or advise a woman to have an abortion. (When the situation arises where a woman's life is at risk, IWC advocates taking measures to preserve her life, hoping that both the woman and her child can be saved.)
- Exhibits a sincere desire to reach out with the love of Jesus to people in distress, especially abortion-minded and abortion-vulnerable women.

Preferred Qualifications:

- High school diploma or equivalent

Responsibilities:

- Provides crisis intervention support for each client in an atmosphere of warmth and compassion through listening and other helping skills. Offers peer counsel, resources, and referrals appropriate to the client's situation.

- Provides evidence-based education on abortion and information on alternatives (parenting & adoption) as appropriate. Reinforces the humanity of the unborn child with clients, their guests, staff, and others.
- Looks for teachable moments with a client in order to share the love of Jesus and His plan of salvation. Becomes familiar with scripture pertaining to the sanctity of life, forgiveness, and salvation. Shares the gospel with clients and prays with them as appropriate.
- Provides client follow-up and maintains client records per center policies.
- Commits to respect confidentiality per center policies.
- Completes Insight Women's Center's initial training, ongoing on-the-job training, and quarterly staff training.
- Commits to stay updated on center activity via timely review of supervisor communications (emails, texts, etc.) Reads and follows center policies & procedures, including annual updates.
- Commits to pray regularly for personal role in the religious mission of the center, the spiritual growth of staff and clients, and for the ministry as a whole. Prays individually and/or with other staff.

Time Commitment: 4 hours/week

Rate of Pay: Volunteer

Benefits: Not applicable to this volunteer position



Background Release

In connection with my service at _____ (hereinafter referred to as **My Organization**),
NAME OF ORGANIZATION

I hereby authorize **True Hire**, on behalf of **My Organization**, to procure a local and/or national background check on me. I understand the background check will contain record of any criminal conviction and/or criminal file maintained on me whether local, state, or national. I hereby release **True Hire** and **My Organization** of any and all claims and liability resulting from such disclosures. I hereby authorize all law enforcement agencies to release all information they may have about me to **True Hire** and **My Organization** or its agents, and do forever release them from any liability or responsibility for doing so to the fullest extent allowed by law from any claims arising from the requested information.

I recognize and agree that a copy or facsimile of this document shall be as valid as the original. I recognize and agree that this release shall be valid for this and any future update reports requested.

According to the Fair Credit Reporting Act, I am entitled to know if I am denied based on information contained in this report, and to receive, upon written request, a disclosure of the public record information as well as the nature and scope of the investigative report.

Confidential Information Used for Background Checking Purposes

PRINT FIRST NAME	MIDDLE INITIAL	LAST	SOCIAL SECURITY NUMBER	DATE OF BIRTH
DRIVER'S LICENSE NUMBER	STATE OF ISSUANCE	PHONE		
PRESENT ADDRESS		CITY, STATE, ZIP		COUNTY
EMAIL				

Please list any previous addresses you have had in the past 7 years:

PREVIOUS ADDRESS	CITY, STATE, ZIP	COUNTY
PREVIOUS ADDRESS	CITY, STATE, ZIP	COUNTY
PREVIOUS ADDRESS	CITY, STATE, ZIP	COUNTY

Please list any former names (i.e. maiden or otherwise) you have used in the past 7 years:

Please list any former felonies or misdemeanors you have been convicted of in the past 7 years (Please list date, charge, location, disposition):

Sign Here

Signature

Date



VOLUNTEER STAFF PERMISSION TO USE IMAGES IN PUBLICATIONS AND PROMOTIONAL MATERIALS

Insight Women's Center (IWC) is committed to protecting the confidentiality of our volunteers' private information.

We must obtain your written consent before we can photograph you for use in publications or promotional materials. Please review the form and be assured your questions are fully answered by an IWC supervisor before signing this form. You are entitled to receive a signed copy.

Only you may provide details for promotional purposes, such as advertising, brochures, web pages, publications, social media, or news stories. Once stories, photos, audio and videotape enter the public domain, it's important to understand that other outlets are free to use them. We cannot guarantee that other organizations will not display your publicized images or information.

Signing this form is your choice and will have no effect on your volunteering at IWC. You may cancel or revoke your authorization at any time by writing to IWC, address 3210 Mesa Way, Suite C, Lawrence, KS 66049; for those materials already used, authorization cannot be revoked.

Please list specific information you do NOT want disclosed:

_____ Please initial if you want us to use a fictitious name and not your real name.

I agree to the use of photos of me for brochures, publications, websites, promotional material in newspaper, television, video, radio, magazines and online publications and marketing/advertising by IWC. I agree to waive any and all rights, claims, actions that I may have against IWC arising from the publication and use of my story and photographs/videos.

I have read this form, and all of my questions have been answered. My signature confirms that I understand and accept all of the above conditions, and approve the use of my images, stories, and private information by IWC.

Volunteer Staff's Printed Name

Volunteer Staff's Signature

Date

Staff Signature

Date