

## **VOLUNTEERS:**

Occasional: Volunteers who will provide special services or specific activities such as classes, a special Bible study, etc.

Regular: Volunteers who have regular, consistent contact with participants. Regular is defined as weekly, bi-weekly, or monthly. These volunteers will provide services such as classes, tutoring, etc.

All volunteers will receive a formal orientation to the goals and objectives of the program. Specific programs may be developed by Keturah's Haven to augment the care and services for our participants. Additional training hours required for volunteers utilized in specialized programs.

Regular volunteers must attend an orientation, class, or seminar. Training will include, but not limited to:

- History of Keturah's Haven
- Philosophy of Keturah's Haven
- Profile of the participants
  - Physical
  - Emotional
  - Situational
  - Spiritual
- Listening Skills
- Role of Volunteer

## **Qualifications:**

Criminal Background Check

Signed Confidentiality Statement

**Acknowledgement of Confidentiality – Volunteer**  
*Keturah’s Haven*

As a board member, volunteer or staff member of Keturah’s Haven, I hold in high esteem the privacy of our participants. Any information shared by them or by the staff will be kept in confidence. I will guard against any conversation that would violate confidentiality by being very discrete about what I discuss both within and outside the ministry.

I will share with the staff any sensitive information for the welfare of Keturah’s Haven and the men involved. I understand that if a participant at Keturah’s Haven has a grievance, it should be taken to the Executive Director. I am aware that certain information pertaining to internal matters should be kept confidential.

I have been informed of the policy of confidentiality, and my signature below indicates my understanding and acceptance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, declare that I have no criminal, social or medical history that would adversely affect my capacity to work with the participants of Keturah’s Haven.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**KETURAH'S HAVEN**  
***Volunteer Application***

**PERSONAL:**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Spouse's Name \_\_\_\_\_

Address/City/St/Zip \_\_\_\_\_

Program Phone # \_\_\_\_\_ Business Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Marital Status:      Single              Married              Widowed              Divorced

Children's Names and Ages:

1. \_\_\_\_\_

3. \_\_\_\_\_

2. \_\_\_\_\_

4. \_\_\_\_\_

**EDUCATION:**

Circle last year completed:

High School      9              10              11              12

College              1      2      3      4      Degree \_\_\_\_\_

Major \_\_\_\_\_

Graduate School    1      2      3      4      5      Degree \_\_\_\_\_

Field \_\_\_\_\_

**HEALTH RECORD:**

Condition of Health: \_\_\_\_\_

Physical Limitations: \_\_\_\_\_

Describe any serious illnesses or operations you have had: \_\_\_\_\_  
\_\_\_\_\_

**CURRENT EMPLOYMENT INFORMATION:**

Company name \_\_\_\_\_

Address/City/St/Zip \_\_\_\_\_

Immediate supervisor \_\_\_\_\_

**CHRISTIAN COMMITMENT:**

Are you a Christian? \_\_\_\_\_

Please define your view of Christianity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you were to die and stand before God at the gates of heaven and were asked why you should be allowed to enter, what would you say? \_\_\_\_\_  
\_\_\_\_\_

Describe your devotional time: \_\_\_\_\_  
\_\_\_\_\_

Do you feel comfortable sharing your faith with others? \_\_\_\_\_

What church do you attend? \_\_\_\_\_

Address/City/St/Zip \_\_\_\_\_

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

May we call your Pastor for a reference? \_\_\_\_\_

List positions held or services performed in church: \_\_\_\_\_

\_\_\_\_\_

### **GENERAL INFORMATION:**

Describe your personality: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What kind of person do you work well with? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What kind of person easily irritates you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you had experience in dealing with young people in crisis? \_\_\_\_\_

Explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever known an unwed parent? \_\_\_\_\_

\_\_\_\_\_

How do you feel about adoption as an alternative for a woman in a crisis pregnancy?

\_\_\_\_\_

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What are your feelings about abortion?

How do you feel about an unwed parent(s) raising their children? \_\_\_\_\_

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Do you have any prejudice in dealing with minorities? \_\_\_\_\_

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

Please list two personal references we may contact other than your pastor or relatives:

1. Name \_\_\_\_\_ Phone # \_\_\_\_\_

2. Name \_\_\_\_\_ Phone # \_\_\_\_\_

**PERSONAL INTERESTS:**

What are your present hobbies? \_\_\_\_\_

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What special interests do you have? \_\_\_\_\_

**INVOLVEMENT:**

I am interested in: \_\_\_\_\_

\_\_\_\_\_ Mentoring a young woman

\_\_\_\_\_ Teaching/interning/apprenticing a young woman

**CHURCH LIAISON:** \_\_\_\_\_ I am interested in my class/small group becoming involved with Keturah's Haven.

When would you be available to begin as a volunteer? \_\_\_\_\_

What times during the week are you typically available to volunteer? \_\_\_\_\_

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**AUTHORIZATION – Staff and Volunteers**

I understand that an inquiry may be made which will provide information concerning my personal ethics, general reputation, and Christian character. I am willing to abide by all the rules established by Keturah’s Haven and realize that if I become part of the ministry staff or volunteer, I am part of a team and will support the decisions made by the Board of Directors.

All staff and volunteers are to complete a full background check.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(A misrepresentation of this application may be, at the ministry’s option, grounds for terminating any staff or volunteers.)