

GUIDING LIGHT

Off the street. On a payroll.

GROUP VOLUNTEER Information Form

MISSION STATEMENT: *Guiding Light exists to create a healing experience that allows individuals to discover a new life in Christ. We expect re-engagement in community. We provide food and shelter to all and resources to men that support their social, physical, spiritual, and intellectual needs.*

CONTACT INFORMATION

Date: ____ / ____ / ____

Organization Name: _____

Number to volunteer: _____ Description of Group: _____

Contact Person: _____

Relationship to Group: _____

Address: _____

City: _____ MI ZIP: _____

Phone: _____ Email: _____

GROUP ACTIVITY INFORMATION: please allow 2 week lead time

Requested Service Date: ____ / ____ / ____ Requested Time of Service: _____

Type of Volunteer Work Desired: One-time/Special Event Regular per schedule Community Service

Number of people in group: _____ Ages of participants: _____

AVAILABILITY

Days & Hours Available (please fill in times on available day)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Special Accommodations: _____

*Will your group be joining us for a meal? ____ Yes, everyone ____ No, thank you

MISCELLANEOUS INFORMATION

How did you hear about Guiding Light's need for volunteers? _____

Why did you choose Guiding Light to volunteer? _____

What are your objectives in volunteering with GL? _____

Would you be interested in volunteering on a regular basis? _____

Anything else we should know? _____

OFFICE ONLY: Materials needed: _____ Provided by volunteers GL to supply

Resource: _____ Total cost: _____

Master VOL List Constant Contact Calendar SDrive DATE: _____ INITIALS: _____ NOTES: _____

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STATEMENT OF FAITH

All teaching and encouragement offered by Guiding Light rests in the conviction that Jesus Christ is the Son of God, the only real hope for the world. We believe that there is one God, eternally existing in three persons: Father, Son and Holy Spirit. We believe in the deity of Jesus Christ, in His sinless life, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father and in His future return in power and glory. We believe that the Holy Spirit regenerates and indwells believers, enables them to grow in grace and gives believers spiritual gifts to be used in service to God. We believe in the Bible, as contained in the Old and New Testaments, is the inspired written Word of God. As such it is infallible and authoritative in all moral and spiritual teaching. Our desire is that all people will place their trust in Jesus Christ. We believe it is essential for all people to believe in Jesus as their Savior and receive Him as their Lord. We believe that God holds the power to set us free from the bondage of sin, addictions, and compulsions that impede us from living the life God intends for us to live. We believe in the spiritual unity of believers in Jesus Christ.

As a Guiding Light Mission (GL) volunteer, I agree to:

- Represent GL with professionalism, dignity and pride. Respect and follow policies and procedures to the best of my ability. I will check the volunteer bulletin board regularly for updates.
- Arrive promptly on my volunteer shift. If possible I will find a replacement if I will be absent from GL during a scheduled shift.
- I will inform GL two business days prior to my planned absence.
- Sign in each time volunteer and document all completed volunteer service hours.
- Maintain the confidentiality of all proprietary or privileged information involving clients, staff, volunteers, and overall GL business.
- Treat clients, staff, and fellow volunteers with courtesy and respect and work cooperatively as a team member with staff and other volunteers, regardless of race, national origin, religion, sex, marital status, disability, sexual orientation and/or social economic level.
- Maintain a professional relationship with client; close personal involvement is prohibited.
- Agree to not give money, gifts, rides nor personal information, such as phone number, to any client.
- Foster a safe and comfortable environment that is free from all forms of unlawful or unwelcome harassment. I understand that security guards are available at all times to walk me to and from my car or the bus stop. I agree to enter the building only through the main entrance.
- Follow the GL dress code a business casual, dressing modestly and appropriately.
- Remain in the part of the building I'm required to work in all times.
- Get permission before bringing children into the building. I understand that children under 18 are not permitted in the kitchen.
- Direct any questions or concerns to the Volunteer Manager.
- I understand that my volunteer position is at will and can be terminated by myself or GL at any time.

Confidentiality: *Source: Federal Regulation Code 42 (Client confidentiality law)*

According to Federal Regulation Code 42 (Client Confidentiality Law), unauthorized disclosure of client information is a federal offense. Information can only be released to a person or agency that the resident designates in writing on a release of information authorization form.

As a volunteer, you are required to keep all information that you obtain directly or indirectly concerning any client of Guiding Light Mission absolutely confidential. Simply the fact that a person is a client is to be held in strict confidence. If you see someone you know, you may not relay this information to anyone else, including family members. If you wish to ask for prayers for someone, you may do so using the first name only.

All volunteers are permitted to know only the first name of any resident. No other information may be released to volunteers by anyone other than the resident. Mentors, worship leaders, and other volunteers may on occasion learn personal information about a client. This information must remain confidential.

The only exception is that if you learn a person is planning to harm himself or others then you have an obligation to report that information to the Program Director or a member of the Guiding Light staff.

I have read the above information and I agree to keep any information obtained at Guiding Light about any client here in absolute confidentiality and to follow these guidelines.

Print Name: _____ **Date:** ____/____/____

Signed: _____ **Date:** ____/____/____

We would like to learn about other ways to support the Guiding Light; please send me information.

Please email this form to olivia@guidinglightworks.org, or US mail or bring to Guiding Light at 255 Division Ave S, Grand Rapids, MI 49503. Please call Olivia at 616.451.0236 ext. 13 with any questions. *Thank You!*