

# GUIDING LIGHT

Off the street. On a payroll.

## INDIVIDUAL 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.*

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### PERSONAL INFORMATION

First: \_\_\_\_\_ M. \_\_\_\_ Last: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ MI ZIP: \_\_\_\_\_

Phone Numbers: Home: (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Work: (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Are you 18 years of age or older?  Yes  No

Are you volunteering on behalf of an organization:  Yes  No

If yes, please list name of organization: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Church you attend: \_\_\_\_\_

### AVAILABILITY

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Any other scheduling notes: \_\_\_\_\_

### MISCELLANEOUS INFORMATION

Why did you choose to volunteer at Guiding Light? \_\_\_\_\_

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

In what area would you like to volunteer? (check all that apply):

- Music Ministry\*       Bible Study Leader\*       Data Entry/Office Help  
 Kitchen Help       Mentoring       Special Events

Other: \_\_\_\_\_

Special skills, interests, hobbies: \_\_\_\_\_

\* To lead Bible study at GL we ask that you be a licensed or ordained Pastor/Reverend; Seminary Student accompanied by a Pastor/Reverend for first 2 services & letter of recommendation is acceptable; For Music Ministry, we require a reference letter from the church you regularly attend.

Anything else we should know? \_\_\_\_\_

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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 (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 business casual dress code, dressing modestly and appropriately for the work.
- Remain in the part of the building I'm required to work in at 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 Guiding Light Mission or its agents 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Please email this form to [olivia@guidinglightworks.org](mailto: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!**

OFFICE ONLY: Materials needed: \_\_\_\_\_  Provided by volunteers  GL to supply

Resource: \_\_\_\_\_ Total cost: \_\_\_\_\_

Master VOL List  Constant Contact  Calendar  SDrive DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_ NOTES: