**Staff and Volunteer Application**

*(The information provided here will be reviewed by CompassCare staff only and will remain confidential)*

### Directions for all Volunteer and Staff Positions

1. Fill out Sections A through K of this application as completely as possible.
2. Provide the Pastoral and Personal Reference Forms to the persons completing them for you. (See Section F) (Ensure that your name and the position you are applying for, if known, is on the form. Also, encourage them to return the forms to CompassCare as soon as possible.)
3. Sign the application at the Signature of Agreement and Commitment section. (See Section K)
4. Sign and keep the Staff and Volunteer Service Commitments document.
5. Return the completed application to CompassCare.

*Your involvement in CompassCare, including training, can begin only after the complete Application, Resume, and Reference Letters are returned to CompassCare and reviewed by appropriate staff.*

### Additional Directions for Paid Staff Positions

1. Provide proof of necessary licenses or certifications, when applicable for the positions (for example, nurse).
2. Provide a Resume. Please include at least two professional references if applying for a paid staff position.

### A) Demographic Information

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | | | | | | | | |
| Address: |  | | | | | | | | | | |
| City: |  | | | | State |  | | | | Zip |  |
| Phone: | |  | | |  | | |  | | | |
| Email Address: | | |  | | | |  | |  | | |
| Where do you attend church? | | | |  | | | | | | | |

### B) Interest in CompassCare

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| --- | --- | --- | --- | --- | --- |
| How did you hear about CompassCare? |  | | | | |
|  | | | | | |
| Why would you like to be involved with CompassCare? | | | |  | |
|  | | | | | |
| Are you interested in working directly with patients? | | | 🞏 Yes 🞏 No | | |
| If Yes, please describe your expectations: | |  | | | |
|  | | | | | |
| Are you interested in a staff position or a volunteer position? | | | | | 🞏 Staff 🞏 Volunteer 🞏 Either |

### C) Abortion & Adoption Experiences

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| --- | --- | --- |
| Have you had any personal experiences with abortion or adoption? | | 🞏 Yes 🞏 No |
| If Yes, please describe: |  | |
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### D) Mission, Values, and Strategy

Please carefully read the Mission, Values, and Strategy statements below. To be involved with CompassCare, you are expected to know and adopt the following, as well as perform your role accordingly.

**Mission**

To erase the need for abortion through effectively serving pregnant, at risk women by transforming her fear into confidence.

**Values**

* Fighting Spirit
* Relevance
* Accountability

**Strategy**

* Serve the right women (at risk)
* Reach those women at the right time (pregnant)
* Help those women in the right way (see them have their babies as the first step in the process of transformation)

### E) Positional Statements

Please carefully read each of the four positional statements below. To be involved with CompassCare, you are required to sign an agreement to uphold each of the Positional Statements as stated. If you cannot agree to any part of the statements, stop the application process at this point and speak with a CompassCare representative. (Note – If you are not sure about your agreement or have a question about a statement, write this in the space at the end of this section).

**Abortion**

1. It is our position that every abortion claims an innocent life.
2. We are painfully aware of the trauma surrounding pregnancies related to rape, incest, deformities of the developing child, and/or health risks to the mother. We exist, in part, to provide helpful intervention in such cases, but we do not find abortion to be either effective or morally acceptable as a method of reducing such trauma.
3. In those extremely rare cases where continued pregnancy is reasonably expected to precipitate the mother’s immediate and literal death, we have been able to discover no clear biblical principle absolutely prescribing or recommending the act of abortion. In such cases, we encourage the parties involved to prayerfully consider the gravity of their decision and the merit of available alternatives. Furthermore, we commit ourselves to respect the decision of the parents and to provide whatever support is possible.

**Birth Control**

1. For far too long, “sex education” in our schools has concentrated on birth control instead of self-control. We believe that, so long as people engage in sexual relationships outside of marriage, there will continue to be great numbers of unplanned pregnancies, sexually transmitted diseases and broken lives.
2. Much of the difficulty encountered in confronting the problems of young adult promiscuity and pregnancy stems from a paradox engendered by the birth control establishment. Though young people are taught that sex outside of marriage is “no big deal,” they sense its profound significance and so feel both permission and desire to become sexually active. This has produced ever-higher rates of young adult sexuality, pregnancy, abortion and disease – the very problems that expensive, tax-funded programs promised to prevent.
3. CompassCare Pregnancy Services is working to reach young adults with the less appealing but more truthful message that sex can only be safe and loving within the context of a permanent, marital relationship.
4. Our staff does not refer or provide patients with birth control.

**Statement of Faith\***

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential, and that this salvation is received through faith in Jesus Christ as Savior and Lord.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

\*The above Statement of Faith is consistent with that of the National Association of Evangelicals.

**Statement of Principle**

1. CompassCare Pregnancy Services is an outreach ministry of Jesus Christ through His church. Therefore, CompassCare is committed to presenting the gospel of our Lord to women in crisis pregnancies – both in word and in deed. In keeping with this purpose, those who serve the agency as board members, staff, and volunteers are expected to know Christ as their Savior and Lord.
2. CompassCare Pregnancy Services is committed to the highest degree of integrity in dealing with its patients, earning their trust, providing promised information and services, and avoiding any form of deception in its corporate advertising or individual conversations.
3. CompassCare Pregnancy Services offers assistance free of charge and does not discriminate on the basis of age, gender, marital status, race, or religious preference.
4. CompassCare Pregnancy Services provides accurate and complete information concerning prenatal development, abortion procedures and risks, and alternatives to abortion. Recognizing that abortion compounds human need rather than resolving it, this agency does not recommend, provide, or refer for abortions or abortifacients.
5. CompassCare Pregnancy Services is committed to meeting a woman’s need at the point of decision regarding an unplanned or unwanted pregnancy. Through emotional support and practical assistance, women may face the future with hope, and plan constructively for themselves and their babies.
6. CompassCare Pregnancy Services supports adoption as an excellent alternative to abortion for women experiencing unplanned and unwanted pregnancies. A list of referrals to adoption agencies and attorneys is available for those who find parenting to be impossible at this stage of their lives. However, this organization does not initiate or facilitate adoption for our patients, nor do we receive payment of any kind from these agencies.
7. CompassCare Pregnancy Services provides accurate and complete information on birth control, distinguishing between methods that prevent conception and abortifacients, but does not provide or refer patients for birth control.
8. CompassCare Pregnancy Services is committed to encouraging sexual abstinence among those who are single, and fidelity within a marriage relationship.

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| If you have any variance with any part of the four Positional Statements above or any questions about them, please state them below. |
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### F) References

Involvement with CompassCare requires two references, one from your current Pastor and one from a person who knows you well and for longer than a year. The personal reference cannot be an immediate family member.

You are responsible for getting the Reference Forms located at the end of this Application to the people who will complete the forms on your behalf.

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| --- | --- | --- | --- | --- | --- |
| Church: |  | | | | |
| Please list the two people who will be completing the Reference Forms for you. | | | | | | |
| Pastor | |  | | Phone |  | |
| Personal | |  | | Phone |  | |
| Relationship to you | | |  | | | |

### G) Relevant Experience & Skills

Please describe any experience you think may be relevant to working at CompassCare. This can be employment, volunteer experiences, occupational training, public speaking, etc.

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| --- | --- | --- | --- | --- |
| Organization / Company | | Job Title | Responsibilities | |
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Please provide us with information about skills you may have. These can be office skills, computer skills, medical skills, etc.

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### H) Availability & Frequency

Please check the appropriate days and times you expect to be available.

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| **Time** | Morning |  |  |  |  |  |  |
| Afternoon |  |  |  |  |  |  |
| Evening |  |  |  |  |  |  |

Please circle the frequency you will be able to work.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Frequency** | Multiple times per week | Once a week | Every other week | Once per month | Occasionally  (as my schedule allows) | On Call  (as you need me) |
|  | Other |  | | | | |

NOTE – Volunteer positions are expected to be for a period of at least one year following training (this can vary with internship positions). Although schedules during this time may change, CompassCare is asking for a minimum commitment of one year. If you are unable to make this commitment, please indicate reasons in the space below.

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### I) Area of Interest

Please circle the roles you are interested in.

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| --- | --- | --- | --- | --- |
| **Patient Services** | | **Advancement** | **Marketing** | **Support Services** |
| Nursing Team | | Event Logistics | Production Team | Finance Team |
| Scheduling Team | | Mission Connection | Research Team | Facilities Team |
| Patient Receptionist | | Church Relations | Creative Team | IT Team |
| Other |  | | | |

### J) Commitment to Standards and Non-Disclosure

CompassCare is committed to serving our patients and donors with the highest standard of professionalism. To do this, we require that all staff and volunteers agree to and commit to the standards listed below. Please read each of the standards carefully. We require that you adhere to these standards at all times during your involvement with CompassCare.

NOTE – If you have a question about a standard or feel that you may be unable to adhere to a standard, please indicate this in the space at the end of this section.

* I will know and responsibly work towards fulfilling CompassCare’s Mission and Strategy.
* I will apply the values of Fighting Spirit, Relevance, and Accountability to my role and activities at CompassCare.
* I will serve women and men in unplanned pregnancies and post-abortion counseling with care and compassion, speaking the truth in love through ministry and not manipulation. (For those in positions with patient contact.)
* I will keep all patients’ identities and life situations in strict confidence at all times.
* I will keep all donors’ identities and donations in strict confidence at all times.
* I will keep all business operations, processes, methods, and documentation of CompassCare in strict confidence at all times.
* I will comply with the Policies and Procedures established by CompassCare.
* I will commit to serve in my position with CompassCare for at least one year, following training.
* I will never refer or advise any woman to have an abortion.
* I will uphold CompassCare’s policy on birth control, which is abstinence only for unmarried patients.
* I will maintain my scheduled hours and to seek a qualified substitute when necessary.
* I will be prepared for my scheduled duties and will remain responsibly engaged while performing my duties.
* I will pray for CompassCare staff, volunteers, and patients.
* I will commit to a monogamous marriage relationship during my time at a CompassCare (if married).
* I will remain sexually abstinent during my time at CompassCare (if unmarried).
* I will maintain any professional licenses and certifications required to perform services at CompassCare.

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| Questions or comments concerning the above Commitment to Standards and Non-Disclosure: |
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### K) Signature of Agreement and Commitment

Having carefully read and completed this Application, I, the undersigned, agree that:

* I have provided information that is accurate,
* I will uphold the Mission, Values, and Strategy of CompassCare,
* I will uphold the Positional Statements as stated,
* I will uphold the Commitment to Standards and Non-Disclosure as stated, and
* I have included any questions, concerns, or differences as I presently have them.

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| --- | --- |
| Print Name |  |
| Signature |  |

**Pastoral Reference Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant’s Name: |  | Position: |  |

The above named individual has applied for a staff or volunteer position with CompassCare Pregnancy Services. CompassCare would appreciate a confidential statement from you concerning the applicant's conformity to the qualities listed below and their expected ability to carry out their duties for CompassCare. Please include how long and in what capacity you have known the applicant.

**Desired Qualities** – As part of CompassCare, the applicant will work for or with women who may be facing the decisions of an unplanned pregnancy. Some of the qualities desired in staff and volunteer are:

* A genuine commitment to Jesus Christ as Savior and Lord of their life.
* A willingness to give of themselves with compassion to the women they will serve.
* Dependability and responsibility to perform their role and corresponding activities with excellence.
* An ability to uphold their commitments to the Mission, Values, and Policies of CompassCare.

**Your comments concerning the applicant's conformity to the qualities listed above:**

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**Please check the best rating for the areas listed.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Below Average | | | Average | | | Above Average | | |
| Dependability |  |  |  |  |  |  |  |  |  |
| Spiritual Maturity |  |  |  |  |  |  |  |  |  |
| Communication Skills |  |  |  |  |  |  |  |  |  |
| Initiative |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| Your Name |  | Church | |  |
| Address |  | | | |
| Phone (day) |  | (evening) |  | |
| Signature |  | Date |  | |

**Please mail, email, or fax this form to: CompassCare Pregnancy Services**

**1230 Eggert Rd., Buffalo, NY 14226 Attn: Application Process**

**EMAIL:** [**volunteer@compasscare.info**](mailto:volunteer@compasscare.info) **FAX: (585) 232-5761**

**Personal Reference Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant’s Name: |  | Position: |  |

The above named individual has applied for a staff or volunteer position with CompassCare Pregnancy Services. CompassCare would appreciate a confidential statement from you concerning the applicant's conformity to the qualities listed below and their expected ability to carry out their duties for CompassCare. Please include how long and in what capacity you have known the applicant.

**Desired Qualities** – As part of CompassCare, the applicant will work for or with women who may be facing the decisions of an unplanned pregnancy. Some of the qualities desired in staff and volunteer are:

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* A willingness to give of themselves with compassion to the women they will serve.
* Dependability and responsibility to perform their role and corresponding activities with excellence.
* An ability to uphold their commitments to the Mission, Values, and Policies of CompassCare.

**Your comments concerning the applicant's conformity to the qualities listed above:**

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**Please check the best rating for the areas listed.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Below Average | | | Average | | | Above Average | | |
| Dependability |  |  |  |  |  |  |  |  |  |
| Spiritual Maturity |  |  |  |  |  |  |  |  |  |
| Communication Skills |  |  |  |  |  |  |  |  |  |
| Initiative |  |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Your Name |  | Occupation |  |
| Address |  | | |
| Phone (day) |  | (evening) |  |
| Signature |  | Date |  |

**Please mail, email, or fax this form to: CompassCare Pregnancy Services**

**1230 Eggert Rd., Buffalo, NY 14226 Attn: Application Process**

**EMAIL:** [**volunteer@compasscare.info**](mailto:volunteer@compasscare.info) **FAX: (585) 232-5761**