



701 Center Point Rd NE
Cedar Rapids, IA 52404

For office use only:

Tour/interview date: _____ Done by: _____

Input into Ekyros Application Reviewed by _____

References Checked by _____ Supplement given

Completed Background Check Completed Volunteer Orientation

Department *starting* in (circle ONE) CA CSS Treas Dev Admin Prev

Start date: _____ End date: _____

MINISTRY VOLUNTEER APPLICATION

The mission of Bridgehaven Pregnancy Support Center is to empower choices for life through Christ-centered education and support.

Name _____ Birthday _____

Address _____

City _____ State _____ Zip _____

Phone (home) _____ (work) _____ (cell) _____

May we call you at work? _____ E-mail _____

Occupation and Employer (if you work outside the home) _____

EMERGENCY CONTACTS

1) _____ Phone _____ Relationship _____

2) _____ Phone _____ Relationship _____

EDUCATIONAL BACKGROUND

Last grade completed _____ Year Graduated? _____ College Background & Degree(s) _____

Other training/degrees: _____

EXPERIENCE

Previous work experience _____

Previous volunteer experience _____

GETTING TO KNOW YOU

Why would you like to be a Bridgehaven Volunteer? _____

What do you hope to gain from your ministry here? _____

Are there any personalities/socio-economic backgrounds that you might have difficulty working with? _____

How do you feel about abortion as a choice in an unplanned pregnancy? _____

Are there any circumstances under which you would recommend abortion as an alternative for a woman with an unplanned pregnancy? _____

SPIRITUAL BACKGROUND

Do you consider yourself a Christian? Yes _____ No _____

In your opinion, how does a person become a Christian? _____

What church do you attend? _____

How long have you attended this church? _____ Member? Yes _____ No _____

Pastor's name _____

How comfortable are you sharing your faith? _____

Bridgehaven is a Christian, pro-life ministry. We believe that our faith in Jesus Christ empowers us, enables us, and motivates us to minister in truth and love to this community. Please write a brief statement about how your faith would affect your volunteer work at this ministry.

PERSONAL TESTIMONY

Please feel free to give your personal testimony. The following is a suggested format:

Before I decided to follow Christ, I lived and thought this way: _____

How I decided to follow Christ: _____

After I decided to follow Christ, these changes took place in my life: _____

Do you have a favorite verse that summarizes your testimony? _____

ADDITIONAL INFORMATION

Have you ever been arrested or convicted of any criminal act more serious than a traffic violation?

Yes _____ No _____ If yes, please explain: _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this volunteer application are true and complete to the best of my knowledge, and I authorize Bridgehaven to verify their accuracy and to obtain reference information concerning my character and capabilities. I release Bridgehaven and any person or entity providing such reference information from any and all liability relating to the provision of such information or relating to any decisions made based upon such information. I give permission to the center to conduct a criminal background check. If I become a volunteer at Bridgehaven, I agree to fully adhere to its policies and rules, including those rules relating to maintaining client confidentiality. I recognize that, as a volunteer, I will serve in a different role than the employees of Bridgehaven, and I am not seeking, nor expecting to receive, any compensation or other benefits in return for any volunteer services which I may provide for this ministry.

Signed _____ Date _____

BRIDGEHAVEN STATEMENT OF FAITH

1. 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.
2. We believe the Bible to be the only infallible word of God in all matters of faith and practice.
3. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
4. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
5. We believe in the resurrection of both the saved and the lost; they that are saved unto eternal life with God, and they that are lost unto judgment and separation from God.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the sanctity of human life as set forth in the scriptures.

“For you created my inmost being; you knit me together in my mother’s womb. I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well. My frame was not hidden from you when I was made in the secret place. When I was woven together in the depths of the earth, your eyes saw my unformed body. All the days ordained for me were written in your book before one of them came to be.” (Psalm 139:13-16)

“Yet you brought me out of the womb; you made me trust in you even at my mother’s breast. From birth I was cast upon you; from my mother’s womb you have been my God.” (Psalm 22:9-10)

I have read the Statement of Faith, and my signature below indicates my understanding, acceptance and agreement.

Signature

Date



Code of Christian Conduct

Christianity is central to the purpose and mission of Bridgehaven Pregnancy Support Center. For this reason, all affairs are to be conducted in full accordance with the Bible, Bridgehaven's Mission, its Statement of Faith, its Bylaws, as well as related policies reflecting Bridgehaven's religious nature. It is Bridgehaven's policy to be staffed, whether by employees or volunteers, with committed disciples of Jesus Christ. Consequently, every employee and ministry volunteer is expected to review and affirm his or her agreement with these standards as a condition of continued affiliation with Bridgehaven, both in terms of doctrinal belief and practical application. Violation of this Code shall constitute cause for discipline up to and including termination. *"...set an example for believers (and unbelievers) in speech, in life, in love, in faith, and in purity." (1 Timothy 4: 12b) "Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ." Phil 1:27*

- We are conscious of the fact that everything we do, directly or indirectly, has the potential to reflect upon Bridgehaven as a whole.
- We conduct ourselves at all times with openness, forthrightness, and honesty in dealing with people and organizations, both internally and externally.
- We hold ourselves to the highest possible standard of conduct, always striving to avoid even the appearance of impropriety.
- All of our communications are truthful, honest, and accurately describe the services we offer.
- We operate in accordance with all applicable laws.
- We respect confidentiality and only disclose information as required by law or as otherwise authorized by the client/patient.
- We treat others with kindness, compassion and in a caring and courteous manner.
- We believe in the sanctity of life from the moment of conception to natural death.
- We oppose abortion, except to save the life of the mother.
- We oppose all forms of abortifacients.
- We give accurate information about pregnancy, fetal development, lifestyle issues, and related concerns.
- We do not offer, recommend or refer for abortions or abortifacients, but we are committed to offering accurate information about abortion procedures and risks.
- We believe the Bible is the authoritative Word of God and provides guidance for our lives.
- We believe in chastity outside of marriage and fidelity within. 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.
- We live a lifestyle consistent with biblical values.
- 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.
- No one will accept gifts or favors which might influence the performance of their responsibilities.

I agree to uphold these values and live a biblical lifestyle.

Signature: _____ Date: _____

BRIDGEHAVEN STATEMENT OF CARE & 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 stated purpose and mission.

We comply with 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.

I have read the Statement of Care & Competence, and my signature below indicates my understanding and acceptance.

Signature

Date

BRIDGEHAVEN CONFIDENTIALITY GUIDELINES

Bridgehaven serves people in a variety of ways. In each setting, confidentiality is of **utmost importance**. Each time a person enters the office or calls for information, he or she can be assured that all discussions are strictly confidential. The following guidelines must be considered of extreme importance by all staff and volunteers of Bridgehaven.

1. No one may have access to the business area of the office without special permission from the director (exception is use of the phone.)
2. No one may have access to records, files, correspondence, or staff knowledge of individuals without special permission from the director.
3. No information about a client is to be given to anyone but that client.
4. Written consent from the clients must be obtained for Release of Information in a referral situation.
5. An attempt must be made to conceal clients' names in the reception/business areas when other clients are present.
6. Client files or intake forms must **never** leave the office.

To emphasize this further, the following will help you understand when confidentiality is broken:

1. When any information of any kind concerning a client is given over the phone to anyone without written consent of that client.
2. When test results are given over the phone. (It is impossible to have identification of an individual on the phone.)
3. When a client is called by name in front of other people.
4. When a client is in the waiting room and someone comes into the office that he/she knows. This may be out of our control, but please separate clients into the two rooms as soon as possible. Never meet with them together unless they request it.
5. When staff tells about their "day at the office" and use the client's name.
6. When a client sees other client's names on forms or the schedule book. *Keep client information turned over or out of sight when they are not in your hands or the client's hands. Keep the schedule book covered.*
7. When anyone is given access to anything in the files in any way, without the director's permission.

I have read the Confidentiality Guidelines. My signature below indicates my understanding and acceptance of these policies. I further understand that failure to keep confidentiality is a serious breach of trust.

Signature

Date

Name _____



REFERENCES

List three persons who are not related to you and who have known you at least 2 years.

1. Name: _____ Phone: _____
 Address: _____ Known how long? _____
 City: _____ State: _____ Zip: _____ Relationship: _____
 Email: _____

2. Name: _____ Phone: _____
 Address: _____ Known how long? _____
 City: _____ State: _____ Zip: _____ Relationship: _____
 Email: _____

3. Name: _____ Phone: _____
 Address: _____ Known how long? _____
 City: _____ State: _____ Zip: _____ Relationship: _____
 Email: _____

TIME PREFERENCE TO VOLUNTEER:

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
10:00-2:00	10:00-2:00	10:00-2:00	10:00-2:00	10:00-2:00	10:00-1:00
2:00-5:30	2:00--5:00	2:00-5:00	2:00-5:30	2:00-5:00	1:00-4:00
5:30-7:00			5:30-7:00		

Please cross out (X) shift that you **cannot** regularly volunteer.

SKILLS INVENTORY

Please put an "X" by 3 or 4 of these skills you possess and are interested in sharing here at Bridgehaven

Name: _____

- _____ Accounting/Financial
- _____ Answering phones
- _____ Baking/Cooking
- _____ Carpentry
- _____ Childcare
- _____ Cleaning/Janitorial
- _____ Decorating
- _____ Editing/Proofreading/Writing
- _____ Event volunteer (planning, set up, check in, etc.)
- _____ Fundraising
- _____ Grant writing
- _____ Graphic Design
- _____ Landscaping, gardening, yard work
- _____ Maintenance/Repair/Trade work
- _____ Medical
- _____ Miscellaneous Deliveries (passing out materials, transporting students, etc.)
- _____ Office work (data entry, filing, etc.)
- _____ Outreach (trade shows, fairs, etc.)
- _____ Painting
- _____ Photography
- _____ Prayer
- _____ Public speaking
- _____ Strategic planning
- _____ Teaching/mentoring (class or one-on-one)
- _____ Video filming/editing
- _____ Web design

Other skills that you are willing to share that may not be listed above _____

Bridgehaven Pregnancy Support Center
Background Release

I have read and understand the terms of this authorization and agree to the terms stated herein. 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.

Please print clearly

Full name (full first, middle, last) _____

Previous Name(s), if any: _____

Gender: _____ Male _____ Female

Date of Birth: _____

Social Security # _____

States and counties of residence for last 7 years:

Years: _____ State: _____ County _____

Years: _____ State: _____ County _____

Years: _____ State: _____ County _____

Years: _____ State: _____ County _____

Have you ever been convicted of a crime? Yes/No If yes, please complete section below.

<i>Date</i>	<i>Offense</i>	<i>City</i>	<i>County</i>	<i>State</i>

I hereby certify that to the best of my recollection and knowledge, the above information is accurate and complete. I authorize representatives of Bridgehaven Pregnancy Support Center to conduct any and all investigations into my background that it deems necessary to verify my suitability to volunteer with the organization.

Signature: _____

Date: _____

BRIDGEHAVEN GUIDELINES FOR VOLUNTEERS

(Remove this page and keep it for your future reference)

The primary goal of Bridgehaven is to bring the good news of Jesus Christ in both word and action to clients. In light of this goal, volunteers are encouraged to remember the following:

- We are worshipping and serving Jesus Christ. We are not in the ministry strictly to serve clients, but also to worship and serve Him. In worshipping and serving Him, He shall enable us to minister to those who come to the center.
- Volunteers must be continually in prayer, studying the Word and in fellowship in a local church.
- God is as interested in transforming volunteers' lives through the work of the center as He is in the salvation and transformation of the women and men who come to the center.
- Honoring God as we serve Him is the goal of the ministry. While we record the number of clients who come in and the number of clients who do or do not have abortions, this must not become the center's definition of success.
- God is teaching us through all the circumstances of daily operation and outreach, as well as serving on the boards and in committees. The "hands-on" part of the ministry is not the only area God will use for transformation. Being faithful when there are no clients and finishing up office work (sorting clothes etc.) are a test of commitment.
- God will use the center to rework priorities in your life, test and strengthen you and reshape relationships.
- Take the temperature of your home life often. No ministry is more important than your family. Lines of communication need to stay open continually as your involvement in the ministry develops. Be realistic with your time commitment before the Lord.
- The ministry is always growing and changing. Be flexible and open to God's leading at all times.
- God will teach you patience and will give you strength to deal with the challenges of the ministry as you submit to Him in prayer, Bible study and worship.
- Do not compare your progress of development with other volunteers. You have a unique set of gifts that He will strengthen and refine. He uses different pressures and experiences to transform each person.

1 CORINTHIANS 10:3

So whether you eat or drink or whatever you do, do it all for the glory of God.

A Word about Wording...

The words and phrases we use to describe the ministry, our services, and the issues we address are really important. We want to use words that are clear, and that avoid perpetuating stereotypes or myths.

Pregnancy Support Center: this is the phrase to use when describing what type of organization Bridgehaven is. We want to emphasize that our services are pregnancy-related and that we are here to be supportive. Example: Bridgehaven is a pregnancy support center.

- **Avoid:** *Crisis Pregnancy Center* (the word “crisis” reinforces the perspective that an unplanned pregnancy is a negative and fearful event); *Pregnancy Outreach Center* (“Support” is a better, more accurate term than “Outreach,” especially to potential clients)

Unplanned Pregnancy: use this phrase to describe the typical pregnancy of our clients because it provides a neutral tone. “Unintended Pregnancy” is also acceptable. Example: Bridgehaven reaches out to women experiencing an unplanned pregnancy.

- **Avoid:** *Crisis Pregnancy* (see reasons above); *Unwanted Pregnancy* (we do not want to perpetuate the label that just because a pregnancy, and thus a child, is unplanned that it is unwanted); *Pregnancy Out-of-Wedlock* (both single and married women experience unplanned pregnancy and both can be vulnerable to abortion)

Pregnancy Decision: use this phrase to describe the process a woman or couple is going through. This is a nonthreatening/nonjudgmental term to use when someone is experiencing the stress and emotions an unplanned pregnancy may cause.

Parent: this is the word we use to describe the choice of a woman to carry her baby to term and to raise that child (rather than place the child with an adoptive family). The word “parent” emphasizes the life-long commitment to the child. Example: The client has chosen to parent.

- **Avoid:** *Keep the baby* (this phrase implies that individuals who choose to make an adoption plan rather than parent are abandoning their child).

Make an adoption plan; choose an adoptive family; place with an adoptive family: these are acceptable phrases to describe the choice of adoption. To say simply that an individual chose adoption is also acceptable. Example: The client has chosen an adoptive family for her child.

- **Avoid:** *Give up for adoption* (this phrase perpetuates the myth that adoption is abandonment); *Put up for adoption* (this phrase originates from a time when children were put up on a stage so they could be examined to be taken home, maybe to be servants; it perpetuates negative stereotypes that adoption is impersonal and cold).

Carry to term: this is a neutral way of saying a woman has chosen life. Saying a woman “chose life” is also acceptable, but depending on the audience, this can stir up reactions. If you are in a setting where the audience is pro-choice or mixed, “carry to term” may be a more appropriate choice. Example: Bridgehaven offers comprehensive support to women so they feel like carrying to term is a realistic option.

Life-affirming: this a less political way of saying we value and uphold the sanctity of human life. Example: Bridgehaven helps equip women to make life-affirming choices.

- **Avoid** in some contexts: *Pro-life*. This isn’t a bad description when you are with a life-affirming audience, but even then, the phrase carries a lot of political baggage. Many people see protestors in their mind when they hear “pro-life.” We want to avoid anything that might make an abortion-vulnerable or post abortive-woman hesitate to come to us for help.

Abortion Recovery: May also be referred to as post-abortion recovery, this term describes someone who is seeking healing from the pain of a past abortion(s).

Sexual Risk Avoidance (SRA): this phrase describes the type of sexual education curriculum taught by our Prevention educators as opposed to Sexual Risk Reduction (SRR) education. It centers around reserving sexual activity for marriage through lessons that teach decision making, whole person, communication, boundaries, social media, risk behaviors, future orientation, love vs. infatuation, reproductive anatomy, self-awareness, etc.)

- **Avoid:** *Abstinence* (this is not a bad term used in to describe behavior and not education. Abstinence education (polarizing) vs. Sexual Risk Avoidance education (healthiest choice).

Client Support Services: this describes everything we do to provide ongoing support for pregnancy and parenting clients, this includes life skills classes, earned assistance of food, clothing, diapers, and formula, layettes, and annual earned benefits for Thanksgiving and Christmas food boxes and Christmas Room gifts. Choosing descriptors like food resources, material assistance, Care closet help distinguish our services within EWYL program, from “revolving door” pantries and closets in community

- **Avoid:** *Food Pantry* (this implies that we have the traditional model of food assistance where people can stop in and pick up food boxes. Bridgehaven offers food resources as a benefit of attending classes, not an isolated resource); *Clothing Closet* (for the same reasons; this is not an isolated resource).
- **See talking points sheet for more detail on describing Bridgehaven services.**

Explaining: “What is Bridgehaven?”

Overview:

- Bridgehaven is a pregnancy resource center whose mission is **to empower choices for life through Christ-centered education and support**. The ministry accomplishes this mission with a comprehensive approach through three key areas of services: client advocacy, client support, and prevention. Our vision statement is **to ensure that all babies are born into healthy families**.

Client Advocacy Services:

- To empower choices for life, we must be there during that crucial vulnerable time when a woman is facing an unplanned pregnancy and all the fear and pressures that come along with it. Bridgehaven does this by offering free pregnancy tests and options discussion. Client advocates help women and men consider life-affirming options like adoption and parenting. They also share accurate information about abortion procedures and risks, so those clients considering abortion really understand the implications of their choice. Most of all, client advocates help women and men connect with their own heart and work through their fears. Client advocates continue to follow-up with each client, providing her support throughout her pregnancy.
- We know that many women have already chosen abortion. In fact, if current rates continue, 1 in 3 women will have an abortion by the age of 45.¹ Abortion is so devastating to women and men, and many struggle with “post-abortion stress” or PAS, with symptoms like depression, relationship difficulties, anniversary grief, and substance abuse. Often intense feelings of guilt and shame keep women from seeking healing, but Bridgehaven is a safe place for both women and men who have an abortion in their past. Bridgehaven offers biblically-based recovery classes to help women and men realize their forgiveness in Christ and experience the healing God has for them. There is no judgment here! The classes are even led by women who are post-abortive themselves.

Client Support Services:

- The number one reason that women choose abortion is a lack of support. Thus, to empower choices for life, we must offer ongoing, holistic support. Bridgehaven does this through the Earn While You Learn program. Pregnant and parenting clients take empowering classes in key areas such as family relationships, career skills, and spirituality. Classes are designed to help women and men grow personally and move toward independence.
- By attending class, clients “earn” weekly assistance of basic needs items like food, clothing, diapers, and formula. We celebrate their commitment to the program annually, by giving them benefits of holiday food boxes and Christmas gifts for their children when they attend at least 60% of classes.
- Bridgehaven offers free childcare during all classes, to meet this need for parents but also to minister to their young ones!

Prevention Services:

- While we must be there in that decision-making moment and for ongoing support, a third crucial part of empowering choices for life is reaching young women and men before they are facing an unplanned pregnancy. This is where prevention services come in.
- The goal of prevention services is to actively promote the appreciation for and practice of sexual integrity through age-appropriate, factual and medically-accurate education, peer-to-peer mentoring and partnerships with like-minded organizations.
- Bridgehaven accomplishes this goal through many outreach efforts. One such effort is the Veracity peer-to-peer mentoring group, where high school and college students committed to sexual integrity go into middle and high school classrooms to speak with students about pressures, risks, boundaries, and their own personal reasons for choosing sexual integrity.
- Bridgehaven is bringing the message of sexual integrity to the community in many other ways: presentations and interaction with church youth groups, the establishment of support groups for pregnant and parenting students in colleges, high schools, and even middle schools, and engaging the college community regarding issues like sexual activity, healthy relationships, and abortion.

How to help:

- **There are many ways to join in this mission to empower choices for life!**
- **Pray!** Bridgehaven is a ministry wholly dependent on the work of Christ in us. Thus, we are committed to prayer. The staff begins each day with an hour of prayer and worship before we open our doors. Would you join us as an intercessor?
- **Shop!** Bridgehaven has a resale shop, Treasures, with high quality used (and even some new!) clothing, housewares, toys, and more. Everything sold in the store is donated, and all proceeds go directly to benefit Bridgehaven. We also need a constant flow of donations for the store, so check those closets. Remember, you're not just shopping; you're supporting the ministry!
- **Serve!** Over 150 volunteers help to accomplish the work of Bridgehaven. There are wonderful opportunities in every area of the ministry, including counseling, client support, prevention, Treasures resale shop, and more! We also have administrative and maintenance needs, in addition to special projects. Are you being called to join the team?
- **Give!** Bridgehaven receives no government funds. The financial support for Bridgehaven comes from the body of Christ. Ask God if He is calling you to invest in this mission for life. If the answer is yes, we ask that you prayerfully consider an electronic monthly gift (either automatic bank transfer or a debit/credit card). The stability from the electronic monthly faithfulness saves overhead, allows for effective planning, and allows staff to focus on ministry rather than fundraising. Gifts in all forms are most appreciated!

Learn more about Bridgehaven!

Go online learn more or register for a tour: www.bridgehavencr.org

701 Center Point Rd. NE, Cedar Rapids, IA 52402

Give us a call at 319-364-8967

¹ Jones, R. K., & Jerman, J. (2014). Abortion Incidence and Service Availability In the United States, 2011. Perspectives on Sexual and Reproductive Health, 46(1), 3-14. Retrieved November 10, 2015, from www.guttmacher.org/pubs/journals/psrh.46e0414.pdf.