

Spiritual Care Support Ministries

Volunteer Agreement

Please read carefully and sign/date

General Information

- Please see SCSM's Staff Volunteer Coordinator (VC) for all your volunteer needs, questions regarding any projects you may be working on, or any other questions or concerns you may have.
- All volunteer projects will be assigned and scheduled by the Volunteer Coordinator.
- If you are scheduled to come to the center and can't make it, please call and let the Volunteer Coordinator know.
- Please keep in mind all other activity going on at the center, for instance, staff working, client counseling, groups, etc., If you have not been assigned a specific project, please call the center before coming in to make sure there is something for you to do and it's an appropriate time to do it.
- You are required to fill out the Volunteer Hours/Miles Form anytime you volunteer for SCSM. This includes time at the center and any time spent offsite in support of SCSM. The Volunteer Hours/Miles forms are kept at the center and should be filled out each time you are here. The form should be completed each time you volunteer, but no less than once a month. You may take the Volunteer Hours/Miles Forms with you to use.

Workspaces

- There is a dedicated volunteer room for you to use that has desks, a computer, phone, etc. Please ask the VC for logins and passwords to any protected accounts or websites that you need to use.
- Please do not use staff offices. The staff often have confidential material on their desks or computers, so for privacy and compliance with our confidentiality policies, do not use their desks or offices.
- There is a computer and desk set up in the upper offices that is available if you are working on anything confidential. Please check with the VC to make sure no one else is using it, as it is a shared workspace.
- The volunteer room is stocked with supplies. If there are supplies you need that are not in the room, please replenish from the supply closet upstairs. Let the VC know if you can't find what you need.

Workplace Safety

- Our center is fully handicap accessible. If you need a special accommodation to be able to volunteer at SCSM, just let us know. We want your volunteer experience to be a comfortable and rewarding one.
- If you feel you cannot safely perform a task assigned to you, inform the VC or other staff member.
- We have first aid kits on each floor – please locate them on your first day. If you are injured while volunteering, please report it to the VC or staff member.
- An incident report will need to be filled out for all injuries.

Conversations at the Center

- Volunteers are likely to overhear many conversations at the center, from other volunteers, clients, and staff. Please keep in mind that you are bound by SCSM's Confidentiality Agreement to not discuss anything you may hear with anyone else either at the center or outside of the center. You are likely hearing only part of a conversation with little context and may not understand what is going on. If you have any questions or concerns regarding anything you may have heard, please feel free to discuss with our Executive Director or other appropriate staff member.
- You are welcome to chat with others while at the center but please be mindful to keep voices quiet to respect our clients who are being counseled and our staff and other volunteers who are working.
- We need to ensure that all conversations are "center appropriate". We all need to watch conversations and ask people nicely to change topics if they are not. Please remember that many people coming into the center are suffering various degrees of pain, and we need to be mindful of our conversations and try to keep them uplifting. You can find more information about this on our Code of Conduct Policy Agreement.
- When chatting or listening to music in the volunteer room, please keep the door closed.

Annual Meetings

- SCSM typically holds one or two meetings each year relating to specific groups or topics, e.g. facilitator, counselor, or volunteer training, etc. Volunteers should make every effort to attend these meetings.

SCSM Documents and Policies

Please attest to the following and initial each one.

Please initial that you have read and understand the following document:

SCSM Volunteer Agreement Attachment

- SCSM Policies and Procedures
 - o Animals at SCSM
 - o Cell Phone Usage
 - o Children at SCSM
 - o Dress Code
 - o Inclement Weather
- SCSM Mission Statement, Vision, Values, and Statement of Faith

In addition to this Volunteer Agreement, I have read and signed the following SCSM documents:

SCSM Code of Conduct Agreement

SCSM Confidentiality Agreement

SCSM Personally Identifiable Information Use Agreement

SCSM Waiver and Release of Liability Agreement

I have carefully read all information in this Volunteer Agreement, understand it, and agree to all the stated terms and conditions.

Signature

Date

Print Name

For Office Use Only	
<input type="checkbox"/>	I have confirmed that the volunteer has signed all the documents listed above, and that we have a copy for the office files.
<input type="checkbox"/>	I have taken a photo, or the volunteer has provided one, for their file.
VC Signature _____	Date _____

SCSM Volunteer Agreement Attachment

Animals at SCSM

Animals are not allowed at SCSM or on SCSM premises, with the following exceptions:

- Service animals are protected under the American Disabilities Act (“ADA”) and cannot be denied. Anyone entering the center with an animal will adhere to Federal and Virginia State laws regarding such animals. Any person who brings a service animal into the center must provide SCSM with an ADA certificate.
- Animals may be allowed at the SCSM Center or on SCSM premises for certain special events, if prior approval is granted by the Executive Director.

At this time, under ADA and Virginia law, animals providing companionship, emotional support, well-being, or comfort do not qualify as performing work or tasks for a person with a disability, and are therefore, not permitted at SCSM or on SCSM premises.

Cell Phone Usage

Business Calls

- Cell phones may be used for business purposes.
- Please use your computer and company landline phone for checking business emails and making business phone calls.
- Only when clients or volunteers have requested to be reached solely by text may you do so.
- Use *67 on your cell phone to block your number from showing when calling anyone whom you do not wish to have your personal phone number.

Personal Calls

- While at SCSM, everyone is expected to exercise discretion in using personal cellphones. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others, especially for those in counseling sessions. Cell phones should only be used for important, time-sensitive calls.
 - Cell phones should be set to silent or vibrate while you are at the SCSM center.
 - If a personal call must be made or taken, please find a private place to have the call, away from the working spaces of staff or rooms where counseling sessions are in progress.
 - Cell phones should not be taken into or used in counseling rooms while client sessions are in progress.
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Children at SCSM

General

- The staff and volunteers at SCSM cannot be responsible for watching children.
- Children under the age of 16 cannot attend or sit in on groups at the center unless those groups are noted as being specifically for children.

Volunteers

- Children under the age of 18 cannot volunteer at the center at this time unless for a specific project which has been pre-approved by the Executive Director.
- Children cannot wait at the center while an adult/parent is volunteering.

Clients

- Children under the age of 18 should not be at the center unless they are being counseled.
- Children under the age of 18 cannot be in the counseling room while other family members are being counseled, with the following exception:
 - o Babies younger than 18 months are allowed in the counseling room with their parent.
- Children under the age of 18 cannot wait at the center while their parents are being counseled.
- If a child is being counseled, siblings may be at the center, if necessary, but must remain under constant supervision by a parent/guardian.
- Children under the age of 18 must have a parent/guardian present at all times. Under no circumstances are children to be left unattended at the center.
- Children under the age of 18 cannot attend or sit in on groups at the center unless those groups are noted as being specifically for children.

Staff

- Staff may only have their children at SCSM while they are working with prior approval of the Executive Director.

Dress Code

The dress code for staff and volunteers is business casual. Please dress appropriately for an office.

- Clothing should be comfortable and practical for work but not distracting or offensive to others.
- Do not wear overly revealing clothing such as anything that reveals too much cleavage, any side-cleavage or midriff.
- Shorts, skorts, dresses, and skirts must be office appropriate length – mid thigh or longer.
- Leggings and jeggings are acceptable attire if worn appropriately. Leggings are not pants, so please ensure that when worn, your top falls to at least to mid thighs in back and front for proper and modest coverage.
- Jeans
 - o Volunteers may wear office-acceptable jeans, which is defined as any colored denim that is not distressed, faded, cut off, cut out, ripped, paint-splattered, skintight, or excessively baggy.
 - o Staff will adhere to the same guidelines only they will not wear blue jeans. Other colored denim pants, shirts, skirts, jackets, etc. are acceptable.

Inclement Weather

Spiritual Care Support Ministries follows Fauquier County school closures in the event of inclement weather.

- If schools are closed, all SCSM activities are canceled and the SCSM center will be closed.
- If schools are delayed one or two hours, the SCSM center will open at 11:00am.
 - Any groups scheduled to begin before 11:00 will be canceled.
 - No one will be allowed into the center prior to the 11:00 opening except for staff.
- If schools are dismissed early, all SCSM afternoon and evening activities will be canceled.
- All SCSM delay and closure information will be put on our phone answering system. Anyone may call the center at 540-349-5814 to hear current closing information.
- Our Inclement Weather Policy can be found on our website on the Calendar and Contact Us pages.
- If anyone is unclear or has any questions regarding any of SCSM's groups/events that occur in counties other than Fauquier (for instance Culpeper and Manassas), please call the center for updated information.



Spiritual Care Support Ministries, Inc.

MISSION STATEMENT

Spiritual Care Support Ministries provides support and education with a Biblical perspective to those who are ill, dying, grieving, and experiencing personal losses, and to those who journey with them.

VISION

To establish a local, national, and international resource center to provide ministry, training, and a retreat for those who are ill, dying, grieving, and experiencing personal losses, and to those who journey with them.

VALUES

God's Word
Prayer
Every Human Life
Integrity
Confidentiality
Excellence In Everything We Do

STATEMENT OF FAITH

There exists only one God, creator, and sustainer of all things, infinitely perfect and eternally co-existing in three persons: Father, Son, and Holy Spirit.

The Scriptures (Old and New Testaments) are the inspired, inerrant, and trustworthy Word of God; the complete revelation of His will for the salvation of human beings. The Scriptures are our all-sufficient rule for faith and practice.

Human beings are created in God's image. They were created perfect, but they sinned, and thereby incurred not only physical death but also spiritual death, which is separation from God.

The substitutionary death of Jesus Christ and His bodily resurrection provide the only basis for justification, forgiveness, and salvation for all who believe. Only those who trust in Him alone are born of the Holy Spirit; only they will spend eternity with Christ.

The Holy Spirit is the agent of regeneration and renewal for believers in Jesus Christ. He makes the presence of Jesus Christ real in believers and He comforts, guides, convicts and enables believers to live in ways that honor Christ.

Our Ministry acknowledges the complexity of humans as physical, social, psychological, and spiritual beings. The ultimate goal of giving effective support is to help others move to personal wholeness, interpersonal competence, mental stability and spiritual maturity. Healing (emotional, spiritual, physical, relational, and more) is an integral part of the Gospel and is available to all.