

## **Spiritual Care Support Ministries, Inc.**

### **Annual Facilitator Commitment Agreement**

For the calendar year \_\_\_\_\_.

Name: \_\_\_\_\_

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

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Our Ministry is a sacred trust from the Lord and requires a serious commitment on your part. As a member of SCSM Facilitators Team, we ask you to covenant with the Lord and the SCSM ministry team to:

- Commit to be an active part of the SCSM team, and to pray regularly for the growth and success of SCSM's programs, leadership, staff, volunteers, and for those who have turned to us for assistance through this ministry.
- Attend any mandatory facilitator meetings and any other required training, unless unable to do so due to an emergency, or the absence has been predetermined and preapproved by the Executive Director.

In addition, you must agree to and adhere to the following guidelines:

- All events, groups, and studies must reflect SCSM's Mission, Vision, and Values.
- Facilitators must have completed training through the SCSM Bereavement Support program.
- Attend every session of any group you have committed to lead, unless unable to due to an emergency, or it has been predetermined and preapproved by the Executive Director.
- Two facilitators must be present at all times for safety.
- Arrive at all functions at least 30 minutes early to pen the center and set up for the group.
- Make sure all paperwork is completed and signed at first group session or when a new member joins the group.
- All events/groups should begin and end at the specified times.
- Each meeting will begin and end in prayer.
- Before each meeting begins, emphasize the importance of strict confidentiality and respect for each other.
- Determine, at the first group session, any extracurricular group activities such as dinners and give the information to the Executive Director immediately so that it can be marketed properly and timely.

- You may not cancel or change dates and times of groups without prior permission from the Executive Director.
- Attend all sessions of any group you have committed to lead, unless you are unable to due to an emergency, or it has been predetermined and preapproved by the Executive Director.
- Co-facilitators are to be prepared to step in a run the group if the facilitator cannot.
- Facilitators should have a predetermined “signal” for when it is believed a group member may become a threat to themselves or others.
- Bibles will be available and easily accessible for reference.
- Tissues will be available, but we do not hand tissues to anyone who is crying. This conveys a message that they should stop crying.
- If the class is held in the evening, the group should leave the premises together, if possible.
- Facilitators should be available to members of the group who may have questions or need additional support.
- Sign and be familiar with the Facility Use Agreement.

Additionally, please attest to the following and initial.

I have read, and am familiar with the following SCSM documents:

- SCSM Mission Statement, Vision, Values, and Statement of Faith.
- SCSM Activity Submission Form (for groups and events)
- SCSM Policies and Procedures
  - Dress Code
  - Children at SCSM
  - Inclement Weather
  - Animals at SCSM

I have read and signed the following SCSM documents:

- SCSM Volunteer Agreement
- SCSM Code of Conduct Agreement
- SCSM Facility Use Agreement
- SCSM Waiver and Release of Liability Agreement
- SCSM Confidentiality Agreement

Your signature on this form confirms that you have read and agree with the above requirements.

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Print Name

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Signature

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Date