

Serving DeLand, New Smyrna Beach and Ormond Beach



Dear Friend,

Thanks for considering the Center Client Services Specialist(CSS) position at Grace House Pregnancy Resource Center, Inc. This is not simply a job. We are seeking someone who is ministry-minded to do administrative work as client services specialist. This position includes some client interaction to assist Grace House in offering abortion alternatives & the Gospel to people facing unplanned pregnancies. This position starts at \$13/ hour for 26-30 hours work per week. This staff position requires someone with experience in the use of computer software. The position needs someone who has an aptitude for picking up computer work quickly. Also needed are: ability to multi-task, recent & excellent people & computer skills, (especially internet & recent Word, Excel).

Please read our statements & the qualifications & job description. If you qualify & have the skills needed, please read & sign all statements & submit them with the completed application to me by mail or email. Also, give out the 5 reference forms to those you will ask to provide a reference for you. Any references we've received on you in the past 2 years will also be acceptable. Note the different type of references - highlighted in yellow at the top of the forms. The completed forms are confidential. The person who completes the reference form should not return the completed form to you, but should either email, mail, or deliver the form directly to us.

After I get all your completed application & references back, I'll contact you & we'll discuss whether or not we both want to proceed with the interview. At the interview, a brief test of your computer skills will be given. The interview & test will take about an hour.

I will alert you when it's time to get a national background check.

Please contact me if you need more info about this.

God bless you!

Jessica Deese
executivedirector@thehpc.org
386-943-4004
Executive Director

Thanks be to God for His indescribable gift!
2 Corinthians 9:15



Grace House Pregnancy Resource Center, Inc. Mission & Vision Statements

Mission Statement:

Grace House exists to empower abortion-vulnerable individuals to make life affirming choices by offering education, resources, and the love and hope of God.

Updated 05/2014

Vision Statement:

Seeking to be God's light so people recognize that all life is sacred and believing that God is using a crisis pregnancy situation to bring people to Himself, it is our vision to serve God by ministering to individuals before, during and after a pregnancy related crisis by:

Updated 07/2016

- ❖ Sharing the truth and love of Jesus Christ with the ultimate desire being salvation of their soul and preservation of their child's life
- ❖ Educating on parenting, adoption, abortion and fetal development
- ❖ Providing physical, emotional, and spiritual support for individuals in unplanned pregnancies
- ❖ Offering support and healing to victims of past abortions
- ❖ Promoting Godly lifestyle choices through abstinence education in the center and in the community
- ❖ Providing education to the community on issues of Sanctity of Human Life

I agree and wholeheartedly support the Mission & Vision Statements of Grace House Pregnancy Resource Center, Inc.

Signature _____ Date _____



Grace House Pregnancy Resource Center, Inc. Statement of Faith

We believe...

1. ...that the Bible is the infallible and authoritative Word of God and that it is inspired by the Holy Spirit. (2 **Timothy 3:16-17; John 1:1**)
2. ...that there is one God, eternally existent in three persons: the Father, the Son, and the Holy Spirit. The ongoing ministry of the Holy Spirit empowers us to live Godly lives and to express our personal faith in good works. (**Mathew 28:19; Mathew 3:16-17; Galatians 4:4-6; Genesis 1:1-2; John 15:26; Ephesians 2:10; James 1:20; James 2:17-18**)
3. ...in the humanity and deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious crucifixion and atoning death, His bodily burial and resurrection. We believe in His personal ascension to the right hand of the Father where He now ministers as our Great High Priest and His future personal return to the earth in power and glory. (**John 1:14; 1 Corinthians 15:1-6; Hebrews 7:26; Luke 21:27; Revelation 22:20**)
4. ...that there is only one way to salvation, and that is through Jesus and His redemptive work on the cross. "Whoever believes in Him shall not perish, but have everlasting life". (**Hebrews 5:9; John 3:16; John 14: 6; Ephesians 2:13; Romans 10:13**)
5. ...that man is created in the image of God, and each child in the womb is personally known and formed by God. God is the giver of Life. Human Life begins at conception, and is a treasure from God to be nurtured and protected. (**Genesis 1:27; Acts 17:25; Psalm 139**)
6. ...that because of the Fall, each member of the human race is sinful and in need of salvation. Salvation is a gift of God, based upon the finished work of Christ on the cross. "For it is by grace you have been saved, through faith- and this not from yourselves, it is the gift of God-not by works, so that no one can boast." (**Ephesians 2:8-9; Ephesians 2: 1-5, 12-13; Romans 3:9-18, 23, 27; Romans 4: 1-4; Titus 3:4-5; 2 Timothy 1:8-9; Isaiah 44:20**)
7. ...in the resurrection of the saved to everlasting life and the resurrection of the unsaved to everlasting damnation. (**John 4:36**)
8. ... in the spiritual unity of believers in our Lord Jesus Christ. He is our head and we are the body, made to accomplish His works. (**Ephesians 1:10; Ephesians 1:20-23; Ephesians 4:3-6**)
9. ...that there is One God and One Mediator between God and man, Christ Jesus. His sacrifice for our sins was once for all and eternal. (**Hebrews 10:10, 12-14; Romans 3:30; 1 Timothy 2:5; Romans 6:10**).

I have read and agree with the above Statement of Faith for Grace House Pregnancy Resource Center, Inc.

Signed _____ Date _____



**Grace House Pregnancy Resource center, Inc.
Board/Center Policy & Procedure
Five Essential Commitments***

It is essential for any staff or volunteer to be able to make a commitment to the Pregnancy Resource Center ministry in the following 5 areas:

1. A commitment to the sanctity of human life, even in the hard case of rape, incest and suspected fetal deformity.

In order to make this commitment, you must understand what the Bible, our authority, says on the subject. "There are many Biblical references that clearly state that life begins at conception (Job 10:8-12; Psalm 139:15b-16; Mathew 1:18-20), that all human life is created in the image of God (Mathew 10:42, 18:2; Mark 10:13) and that children are a gift from God (Genesis 18:10; 1 Samuel 1:19)." The human body is the fragile container that holds the precious spirit created by God.

"The overwhelming majority of abortions in this country have nothing to do with rape, incest or suspected fetal deformity. In the US, 3% of women cite health concerns as a primary reason for abortion and 5% of women cite rape or incest as a primary reason for abortion (Family Planning Perspectives July/August 1988)".

"Victims of rape and incest who do abort end up being victimized twice. " Abortion compounds the trauma of rape, "making her recovery from the rape or incest even more difficult." Abortion does not "solve the problem" of a pregnancy that is the result of rape or incest.

Remember, the issue is not how the pregnancy occurred (even though the circumstances may be horrible), but the fact that there is a life now. God is the giver of life (Gen. 1:27;1 Samuel 2:6; Job 10:8,12; Acts 17:25) and the taker of life (1 Samuel 2:6). Only He can decide. "We are called to love and accept all children, even handicapped and deformed children, as a precious gift from God." (Exodus 4:11)

2. A commitment to both the woman and her unborn child.

The best thing that a counselor can do for the unborn child is to love the mother. "The unborn child can not be the primary focus. As you meet her physical, emotional and spiritual needs, and as you tangibly demonstrate your love for her, you will empower her to choose life for herself and her baby."

3. A commitment to Biblical truth versus personal or cultural values.

Each client will have a series of sometimes tough choices to make (ie, whether a client should parent or place her child for adoption). Be aware of your own preferences where Scripture is not black and white, and be careful not to impose those preferences on your client.

The bottom line is, as a Christian, you are called to uphold Biblical truths, not to impose your cultural or personal values on others. This means that you must know what the Bible says. Being in the word daily is the best way to know God's word, and then leave the rest to Him.

4. A commitment to confidentiality.

When people hear that you are involved in a Crisis Pregnancy Center, or Pregnancy Help Center, they may disclose information to you out of a sense of trust about their personal life, or the personal life of someone dear to them. In order to maintain the integrity of this ministry, it is vital that you keep your commitment to confidentiality. If people believe that we will “talk” about them, this cripples the ministry from the start, and it will cripple our effectiveness in the future for reaching out to the lost.

Some guidelines: do not talk about people in front of other people; do not give out information without written permission from that person; keep prayer requests as general as possible; teenagers should be encouraged to tell their parents about their pregnancy-however, you should never break confidentiality and tell a person’s parents without her permission; if the client tells you or you suspect there is physical or sexual abuse in a situation, you are legally obligated to report that to the authorities.

5. A commitment to serving with a clear conscience.

Why? Because:

-“A clear conscience is essential in loving others.” What goes on inside your heart affects your ability to respond in love to others.

-“Your conscience affects your faith. Confidence that you are walking with God grows from a clear and pure conscience, not from a perfect life-from God’s forgiveness, not from your works.”

-“A guilty conscience slowly but surely erodes the confidence to lead.”

-“A clear conscience is essential to having an effective ministry of any kind. As you witness to others, it is essential they find nothing that demeans the person of Christ.”

-“If all are serving with a clear conscience it protects the ministry from internal strife and division which, if hidden or covered up, could hurt or destroy the ministry.”

*Quoted and adapted from the Equipped to Serve: Caring for Women in Crisis Pregnancy Training Manual, written by Cynthia Philkil and Suzanne Walsh.

I have read and agree with all of the above statements and will uphold them to the best of my ability, with the help of the Holy Spirit.

Signed _____ **Date** _____



Grace House Pregnancy Resource Center, Inc. (GHPRC)

Statement of Principle

Policy on adoption

Chastity and Life-Affirming Values Agreement

1. GHPRC is committed to providing its clients with accurate educational information about prenatal development, pregnancy, childbirth, adoption and abortion procedures and risks.
2. GHPRC is committed to assisting women in carrying to term by providing emotional support and practical help.
3. GHPRC is committed to integrity in dealing with clients, providing information and services, earning their trust and avoiding any form of deception in its corporate advertising or individual conversations.
4. GHPRC is committed to helping its clients cope with the effects of abortion through a compassionate, educational post-abortion support group.
5. GHPRC does not recommend, provide or refer for abortions or abortifacients.
6. GHPRC does not discriminate in providing services because of race, color, creed, age, national origin, religion, or marital status.
7. GHPRC does not recommend, provide or refer single women for contraceptives. Married women seeking this information are urged to seek counsel, along with their husbands, from their pastor and physicians.
8. GHPRC does not charge for any services. It is committed to creating awareness within the local community of the needs of pregnant women and the fact that abortion only compounds human need rather than resolves it.
9. GHPRC believes that marriage is a sacred covenant of God between one man & one woman.

Our policy on adoption

1. GHPRC recognizes the validity of adoption as an alternative to abortion, but it is not biased toward adoption when compared to other life-saving alternatives.
2. GHPRC is independent of adoption agencies, relating to them in the same manner as other referral sources. GHPRC does not receive any payments from adoption agencies and does not enter into contractual relationships with them. GHPRC neither initiates nor facilitates independent adoptions, though it may refer for independent adoptions in states where it is legal.
3. It is a conflict of interest for GHPRC to have any employee or volunteer who seeks to adopt a child. At the very least, such a conflict gives the public the appearance of impropriety. Should an employee or volunteer of GHPRC make a decision to pursue the adoption of any child, that employee or volunteer shall immediately inform the Director (or if it should be the Director, she shall inform the Board Chair) & resign immediately. Failure to do so is grounds for termination of their affiliation with GHPRC.
4. Should a client mention the possibility of adoption by an employee or volunteer of GHPRC, that employee or volunteer will immediately notify the Director. NO GHPRC employee or volunteer may adopt a child from a client in any circumstance.

In addition, said employee or volunteer shall assume all legal & financial responsibilities associated with pursuance of any adoption

Chastity and Life-Affirming Values Agreement

I agree to walk in integrity as a volunteer at GHPRC and to commit myself to chastity (abstinence before marriage and fidelity during marriage) and to a lifestyle consistent with all of the life-affirming values GHPRC teaches to its clients.

I, the undersigned, have read, understand, & and agree to abide by the Statement of Principle & Statement of Chastity of Grace House Pregnancy Resource Center, Inc.

Signed

Date

*Updated 08/2015 (#9 added)

Grace House Pregnancy Resource Center, Inc.
CENTER CLIENT SERVICES SPECIALIST
Qualifications and Job Description and Tasks

Reports to: Director (Center Director-CD or Client Services Director-CSD)

Objective of position: To assist the Center Director and Grace House as a whole, in performing administrative and other duties so that the ministry can reach its full measure of the mission and vision God has given us.

Qualifications:

1. 18 years old or older and has demonstrated a commitment to Christ as Lord and Savior for at least 5 years
2. Actively seeking to grow in the knowledge of God and living in willful obedience to Him for the past 2 years
3. For the past 2 years you have demonstrated a commitment to your local church by regular weekly attendance and Bible study (Sunday school, small group, or personal study, etc.)
4. Has demonstrated passion for pregnancy center ministry (or other pro-life mission)
5. Full agreement with all Ministry Statements
6. A completely pro-life stance
7. Dependable, stable, and capable of following through on commitments.
8. A humble servant's attitude and desire to support the Director, Board, staff, and volunteers as we work as a team to fulfill the mission of Grace House
A commitment to leave extra-Biblical values outside the office
9. Knowledge of scripture, especially pertaining to the sanctity of human life, godly living, forgiveness, and salvation.
10. Ability to keep confidentiality
11. A willingness to submit to and follow the policies and procedures and to submit to and be loyal to the leadership of the ministry
12. Honesty in dealing with financial matters and all other matters of the ministry
13. Able & willing to passionately lead our fundraisers: supporting, financially, as you are able; participating in and inviting others to our walk/run; sponsoring or hosting a Gala table.
14. A criminal background which is free of all felonies and/or misdemeanors of a sexual nature (other arrests or convictions will be looked at case by case)

Required Skills:

1. Excellent people skills
2. Good computer and typing skills
3. Good organizational skills
4. Excellent phone skills
5. Experience with Excel, Word, and Publisher
6. Ability/flexibility to multi-task and fill in where needed

Essential Functions:

1. Assist the Director to train, schedule, and oversee center volunteers
2. Warm, welcoming interaction with staff, volunteers, clients, and their children
3. Delegate clerical/cleaning/projects to volunteers
4. Monitor and procure office supplies as needed
5. Update and maintain forms, files, and manuals as advised by the Director
6. Assure that forms are on-hand and that most current revisions are in use
7. Receive calls to the center
8. Timely filing, data entry, and reporting of client data
9. Assist Director as needed with duties, projects, and events, etc.
10. Running errands as directed by the Director
11. Preparing center to open and close, as agreed upon with Director
12. Communicate appropriate/necessary information to Corporate Office as directed
13. Fill in as a Client Advocate or Boutique Assistant as needed and directed by Director



**GRACE HOUSE PREGNANCY CENTER
CENTER CLIENT SERVICES SPECIALIST
APPLICATION FORM**

Name _____ Birth Date _____ Age _____

Maiden Name: _____ Address _____

City & State _____ Zip _____ Phone (H) _____

(W) _____ (C) _____ Email Address: _____

If less than 5 years, list prior address: _____

SS#: _____ DL#: _____

Marital Status _____ How long? _____ Spouse's Name _____

Names & Ages of Children: _____

List all places of employment for the last 3 years (use separate sheet of paper if needed). Please include all the following information:

Start Date	End Date	Company Name	Address	Phone	Are you eligible for rehire? Yes or No
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Current Church _____ Denomination _____

Mailing Address _____ City & State _____

Zip _____ Church Phone _____ Are you a member? _____

Positions you've held/ministries you've been a part of in the church: _____

If less than 5 yrs. List prior church name & city _____

Positions you've held/ministries you've been a part of in the church: _____

Do you consider yourself to be a Christian? Yes _____ No _____ Undecided _____

Briefly explain briefly when & how you became a Christian. (Attach a separate sheet of paper if needed).

How has your life changed since you became a Christian? _____

What does it mean to live as a Christian? _____

Have you ever experienced a crisis pregnancy? Yes No An abortion? Yes No

If yes, would you like help finding forgiveness & healing through Christ? _____

Besides above, how has an unplanned pregnancy and/or an abortion touched your life? _____

How do you feel about abortion? _____

Under what circumstances would you consider abortion as an alternative in a crisis pregnancy?

_____ Rape _____ Incest _____ Psychological Stress _____ Other _____ None

What experiences, if any, have you had in dealing with people in crisis pregnancies? _____

Have you ever known an unwed mother? Please relate your experience and feelings. _____

How do you feel about adoption as an alternative for a woman with an unplanned pregnancy? _____

How do you feel about the mother keeping her baby? _____

List all work experience you've had including what computer programs you are comfortable using: _____

Have you ever worked or volunteered at a crisis pregnancy center/resource center? _____ In what capacity?

Please state why you are interested in working at the pregnancy center. _____

List other pro-life activities, ministries, or volunteer experiences you have been involved in. (not church related)

List special skills, related background experience, computer skills, etc. that you could bring to this ministry:

What formal education have you had? _____

Area of concentration _____ Special training _____

PRC Related Knowledge: In this section, please make a general evaluation of your knowledge in the following areas:

- a. Knowledge of how abortions are performed/methods used to perform abortions.
_____ Excellent _____ Good _____ Fair _____ Poor
- b. Knowledge of the existing laws regulating abortions.
_____ Excellent _____ Good _____ Fair _____ Poor
- c. Knowledge of what the Bible teaches (directly or indirectly) about sanctity of life.
_____ Excellent _____ Good _____ Fair _____ Poor
- d. Please list any books, films, or other material that you have read or viewed that relate to abortion, pregnancy, or alternatives to abortions:

Even though this is a paid position, it is also a ministry. What does it mean to you to be committed to a ministry?

Do you feel that Grace House is a mission? How can God use you here? _____

What are your personal strengths? _____

What are possible areas of weakness? _____

Are there any personality types/circumstances with which you would have difficulty working? _____

Prayerfully read over the qualifications & job description. Are there any qualifications you may not fully meet or any aspects of the position you aren't sure you can perform? Y N If yes, please explain: _____

Is there anyone or anything that you have in your life that might hinder your dependability to Grace House? If so, please explain. _____

What hours are you able to work? M - _____ T - _____ W - _____ Th- _____ F- _____

How does your spouse/family feel about the possibility of you working here? _____

List any questions you have: _____

Would you be comfortable speaking on the phone or emailing with clients, vendors, & community contacts? _____

Based on the job description, what do you think you could bring to this position? _____

Are you currently seeking to adopt a baby? Y N Is anyone close to you seeking to adopt? Y N

Have you placed a child for adoption? Y N

Have you ever been: arrested? Y N convicted of a misdemeanor? Y N convicted of a A felony? Y N

Were any convictions of a sexual or violent nature? Y N Explain briefly: _____

If so, please be prepared to explain the situation and provide a complete copy of the police report.

Have you received & agree with the Statement of Faith, Vision Statement, Statement of Principle, Five Essential Commitments, and Chastity & Confidentiality Agreements? Yes No

Do you have any doubts, questions or concerns about any of these? Yes No

References

Please list your pastor, two personal, and two professional references (all non-family) and have them complete the appropriate reference form provided & mail to us.

Name	Address	Phone #
Pastor _____	_____	_____
1. _____	_____	_____ 2.
3. _____	_____	_____
4. _____	_____	_____

All information I have provided is true and accurate to my knowledge. If any disputes should arise, I agree to use a Christian mediator, instead of bringing legal action. I understand that this is "At-Will employment (The Center or I may terminate our employer/employee relationship at any time, with or without cause. I understand that a background check & a credit report will be done on me & I submit my fingerprint card & waver with this.

Signature: _____ Date: _____

Print Name: _____ Phone: _____ Email address: _____

Complete Mailing Address: _____

I do NOT wish to receive your: monthly email update your newsletter mailed 2-4 times per year.



Grace House Pregnancy Center
307 N. Orange St., New Smyrna Beach, FL 32168
executivedirector@GraceHousePrc.org or 386-957-4811
CENTER CLIENT SERVICES SPECIALIST
Applicant
Pastor's Reference Form

PASTOR'S REFERENCE FORM FOR: _____

The person named above is applying for the position of Corporate Administrative Assistant (AA) at Grace House. We are a non-profit, Christian ministry that offers abortion alternatives to people in unplanned pregnancies. The AA is expected to share the love of Christ in greeting clients (in person & on the phone) and to perform an array of office duties, many of which involve use of the computer. She must possess spiritual maturity as she will work with other staff, board, and volunteers, and encounter confidential client information.

We would be most grateful if you would fill out this form and return it to us (by mail, email, or fax) as soon as possible. Please be very candid and know that your evaluation of this applicant will be very influential in our decision about whether or not to hire this person. The information that you provide will not be shared with the applicant unless you desire to share it. Please feel free to use the back or attach paper if we have not allowed enough space for your comments. Thank you!

How long has the applicant been a member or attendee of your church? _____

Is he/she a member in good standing? _____

How well do you know this person?

_____ Extremely Well, _____ Very Well, _____ Well, _____ Average, _____ Not Very Well

How would you characterize his or her: a) spiritual life, b) home life? _____

Would you say that this person's life is well ordered/disciplined?

_____ Very Much So _____ Pretty Much _____ Not Really _____ Don't know

In what capacities has this person served in your church? _____

How would you describe their attitude, reliability, and effectiveness in carrying out their responsibilities?

_____ Please describe him/her on the following using this scale:

0- Don't know 1-Below Average, 2- Average, 3- Above Average, 4- Excellent

_____ Bible knowledge	_____ servant leader	_____ led by the spirit
_____ godly life-style	_____ team player	_____ prayerful

Does this person have a tendency to over-commit? _____

How would you rate his/her interpersonal relationship skills?

_____ Excellent, _____ Good, _____ Fair, _____ Poor _____ Don't know

Please give other comments about how he/she relates to others: _____

Do you know this person's stand on abortion? _____ If yes, how would you describe his/her belief on this issue? _____

What do you consider his/her spiritual gifts? _____

Please describe him/her on the following using this scale:

0- Don't know 1-Below Average, 2- Average, 3- Above Average, 4- Excellent
Organization _____ Dependability _____ Confidentiality _____ Cooperation _____ Compassion _____
Conscientious _____ Submissive _____ Self motivated _____ Trustworthy _____ Loyal _____

Do you have any other observations or comments which might help as we consider this applicant? _____

Would you recommend this applicant for this paid ministry position? Circle one: Yes No

Why or why not if not stated above)? _____

Are you the head pastor?? Yes NO If not, please have the head pastor sign below before submitting.

Signature: _____ Date: _____

Print Name: _____ Phone: _____ Email address: _____

Complete Mailing Address: _____

I do NOT wish to receive your: monthly email update your newsletter mailed 2-4 times per year.

Head Pastor's Name (please print): _____ Date: _____

Email address: _____ Phone: _____

Head Pastor's Signature: _____

I do NOT wish to receive your: monthly email update your newsletter mailed 2-4 times per year.

Thanks & God BLESS you & your church!!!



Grace House Pregnancy Center

Email to: executivedirector@GraceHousePRC.org
Or mail to: 307 N. Orange St., New Smyrna Beach, FL 32168
(386) 957-4811

**CENTER CLIENT SERVICES SPECIALIST
Applicant Personal Reference Form**

PERSONAL REFERENCE FORM FOR: _____

The person named above is applying for the position of Floating Administrative Assistant (AA) at Grace House. We are a non-profit, Christian ministry that offers abortion alternatives to people in unplanned pregnancies. The AA is expected to share the love of Christ in greeting clients (in person & on the phone) and to perform an array of office duties, many of which involve use of the computer. She must possess spiritual maturity as she will work with other staff, board, and volunteers, and encounter confidential client information.

We would be most grateful if you would fill out this form and return it to us (by fax, email, or mail) as soon as possible. Please be very candid and know that your evaluation of this applicant will be very influential in our decision about whether or not to hire this person. The information that you provide will not be shared with the applicant unless you desire to share it. Please feel free to use the back or attach paper if we have not allowed enough space for your comments. Thank you!

1. How long have you known this person? _____ In what capacity? _____
2. How well do you know this person?
_____ Extremely Well, _____ Very Well, _____ Well, _____ Average, _____ Not Very Well
3. How would you characterize his or her: a) spiritual life, b) home life? _____

Would you say that this person's life is well ordered/disciplined?

_____ Very Much So _____ Pretty Much _____ Not Really _____ Don't know

4. In what capacities have you observed this person in ministry? _____

5. How would you describe their attitude, reliability, and effectiveness in carrying out their responsibilities?

6. Please describe him/her on the following using this scale:

0- Don't know 1-Below Average, 2- Average, 3- Above Average, 4- Excellent
_____ Bible knowledge _____ servant leader _____ led by the spirit
_____ godly life-style _____ team player _____ prayerful

7. Does this person have a tendency to over-commit? _____

8. How would you rate his/her interpersonal relationship skills?

_____ Excellent, _____ Good, _____ Fair, _____ Poor _____ Don't know

Please give other comments about how he/she relates to others: _____

9. Do you know this person's stand on abortion? _____ If yes, how would you describe his/her belief on

this issue? _____

10. What do you consider his/her spiritual gifts? _____

11. Please describe him/her on the following using this scale:

0- Don't know 1-Below Average, 2- Average, 3- Above Average, 4- Excellent
Organization _____ Dependability _____ Confidentiality _____ Cooperation _____ Compassion _____
Conscientious _____ Submissive _____ Self motivated _____ Trustworthy _____ Loyal _____

12. Do you have any other observations or comments which might help as we consider this applicant?

13. Would you recommend this applicant for this paid ministry position? Circle one: Yes No

Why or why not if not stated above)? _____

Signature: _____ Date: _____

Print Name: _____ Phone: _____ Email address: _____

Complete Mailing Address: _____

I do NOT wish to receive your: monthly email update your newsletter mailed 2-4 times per year.



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14. How long have you known this person? _____ In what capacity? _____

15. How well do you know this person?

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16. How would you characterize his or her: a) spiritual life, b) home life? _____

Would you say that this person's life is well ordered/disciplined?

_____ Very Much So _____ Pretty Much _____ Not Really _____ Don't know

17. In what capacities have you observed this person in ministry? _____

18. How would you describe their attitude, reliability, and effectiveness in carrying out their responsibilities?

19. Please describe him/her on the following using this scale:

0- Don't know 1-Below Average, 2- Average, 3- Above Average, 4- Excellent
_____ Bible knowledge _____ servant leader _____ led by the spirit
_____ godly life-style _____ team player _____ prayerful

20. Does this person have a tendency to over-commit? _____

21. How would you rate his/her interpersonal relationship skills?

_____ Excellent, _____ Good, _____ Fair, _____ Poor _____ Don't know

Please give other comments about how he/she relates to others: _____

22. Do you know this person's stand on abortion? _____ If yes, how would you describe his/her belief on

this issue? _____

23. What do you consider his/her spiritual gifts? _____

24. Please describe him/her on the following using this scale:

0- Don't know 1-Below Average, 2- Average, 3- Above Average, 4- Excellent
Organization _____ Dependability _____ Confidentiality _____ Cooperation _____ Compassion _____
Conscientious _____ Submissive _____ Self motivated _____ Trustworthy _____ Loyal _____

25. Do you have any other observations or comments which might help as we consider this applicant?

26. Would you recommend this applicant for this paid ministry position? Circle one: Yes No

Why or why not if not stated above)? _____

Signature: _____ Date: _____

Print Name: _____ Phone: _____ Email address: _____

Complete Mailing Address: _____

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(386) 957-4811
CENTER CLIENT SERVICES SPECIALIST
Professional Reference Form

PROFESSIONAL REFERENCE FORM FOR: _____

The person named above is applying for the position of Floating Administrative Assistant (AA) at Grace House. We are a non-profit, Christian ministry that offers abortion alternatives & resources to people in unplanned pregnancies. The AA is expected to perform an array of office duties, many of which involve use of the computer, as well as interacting with clients on the phone & in person. She must possess emotional maturity as she will work with other staff, board, and volunteers, and encounter confidential client information.

We would be most grateful if you would fill out this form and return it to us (by mail, email, or fax) as soon as possible. Please be very candid and know that your evaluation of this applicant will be very influential in our decision about whether or not to hire this person. This reference should be sent directly back to us & will not be shared with the applicant unless you desire to share it. Please feel free to use the back or attach paper if we have not allowed enough space for your comments. Thank you!

27. How long did you work with this person? _____ In what capacity? _____

28. How well do you know this person?

_____ Extremely Well, _____ Very Well, _____ Well, _____ Average, _____ Not Very Well

29. Would you say this person can exhibit love and self control even in hectic, stressful situations?

_____ Very Much So _____ Pretty Much _____ Not Really _____ Not at all _____ Don't know

How would you describe their attitude, reliability, and effectiveness in carrying out their responsibilities?

How would you characterize his or her work ethic? _____

Would you say that this person's professional & personal life is well ordered/disciplined?

_____ Very Much So _____ Pretty Much _____ Not Really _____ Not at all _____ Don't know

30. How would you rate his/her interpersonal relationship skills?

_____ Excellent, _____ Good, _____ Fair, _____ Poor _____ Don't know

Please give other comments about how he/she relates to others: _____

31. What do you consider his/her strong points? _____

32. What do you consider his/her weak points? _____

33. Please describe him/her on the following using this scale:

0- Don't know 1-Below Average, 2- Average, 3- Above Average, 4- Excellent
Organization _____ Dependability _____ Confidentiality _____ Cooperation _____ Compassion _____
Conscientious _____ Submissive _____ Self motivated _____ Trustworthy _____ Loyal _____

Teamwork _____ Computer abilities _____ Learning new computer skills _____ Applies info _____

34. Do you have any other observations or comments which might help as we consider this applicant? _____

35. Would you recommend this applicant for this paid position within a Christian organization?

Circle one: Yes No

Why or why not (if not stated above)? _____

Was this person employed or volunteering?

Were you this person's direct supervisor? Yes No

Signature: _____ Date: _____

Print Name: _____ Phone: _____ Email address: _____

Complete Mailing Address: _____

I do NOT wish to receive your: monthly email update your newsletter mailed 2-4 times per year.



Grace House Pregnancy Center

Email to: executivedirector@gracehouseprc.org

Or mail to: 307 N. Orange St., New Smyrna Beach, FL 32168

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40. How would you characterize his or her work ethic? _____

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_____ Very Much So _____ Pretty Much _____ Not Really _____ Not at all _____ Don't know

41. How would you rate his/her interpersonal relationship skills?

_____ Excellent, _____ Good, _____ Fair, _____ Poor _____ Don't know

Please give other comments about how he/she relates to others: _____

42. What do you consider his/her strong points? _____

43. What do you consider his/her weak points? _____

44. Please describe him/her on the following using this scale:

0- Don't know 1-Below Average, 2- Average, 3- Above Average, 4- Excellent

Organization _____ Dependability _____ Confidentiality _____ Cooperation _____ Compassion _____

Conscientious _____ Submissive _____ Self motivated _____ Trustworthy _____ Loyal _____

Teamwork _____ Computer abilities _____ Learning new computer skills _____ Applies info _____

45. Do you have any other observations or comments which might help as we consider this applicant? _____

46. Would you recommend this applicant for this paid position within a Christian organization?

Circle one: Yes No

Why or why not (if not stated above)? _____

Was this person employed or volunteering?

Were you this person's direct supervisor? Yes No

Signature: _____ Date: _____

Print Name: _____ Phone: _____ Email address: _____

Complete Mailing Address: _____

I do NOT wish to receive your: monthly email update your newsletter mailed 2-4 times per year.

NOTIFICATION/RELEASE OF INFORMATION

The purpose of this form is to notify you that a Background Check & Driver Record Check will be obtained on you in the course of consideration for a volunteer position with:

GRACE HOUSE PREGNANCY RESOURCE CENTER, INC.

Last Name: _____ First: _____ Middle: _____ Maiden: _____

Social Security # _____ DOB: _____ Race: _____

Drivers License# _____ State: _____

Present Address _____

City/State/Zip _____

In Accordance with the provisions of section 604(b)(2)(A) of the Fair Credit Reporting Act (FCRA) (Title II, Subtitle D Chapter I, Public Law 104-208) you are hereby informed that a consumer report about you may be ordered and used for employment purposes. (Under the provisions of the act, a driving record is considered a consumer report when used for employment purposes.)

I, the undersigned, acknowledge receipt of the above disclosure and authorize the above named company to obtain a consumer report about me for its use in relation to my employment/volunteer application.

Applicants Signature: _____

Print Name: _____

Date: _____

EMPLOYER: Please check request below and fax to: 386.672.5244 or 877.655.5244

Background Screening: _____ Comments: _____

Questions? 386.672.5277 or 877.655.5277

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This form complies with the F.C.R.A. 1997 revision.