

SERVING VOLUSIA COUNTY



Dear Friend,

Thanks for considering applying for the Center Director (CD) position at Grace House Pregnancy Center. This is not simply a job. We are seeking someone who is ministry-minded to lead, train, & supervise the volunteers & the center administrative assistant with a mission of offering abortion alternatives & the Gospel. This position is for a mature Christian who is very knowledgeable in the Word of God, as it relates to matters of life & living. This position would require you to work at our Ormond Beach Center & pays \$17 hour for 25 hours work per week to start. During these hours, M, W, 9-2, & Tues, Thurs 2-7, you'd provide direct supervision at the center. As the center grows, the hours may gradually increase in years to come. You'd be there in time to lead in pre-shift prayer & use some of your hours to accomplish work when the center is closed. This staff position requires someone with great people skills, very good time management skills, ability to multi-task & work under pressure while maintaining a professional, compassionate outlook. The position needs someone who is computer savvy or apt to figure out how to do online work; who can help without enabling; who can reach out to the Christian community for help to do projects; promote client services; & is generally comfortable with inviting people to join us in giving & serving.

Please read our statements & the qualifications & job description. If you feel 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 ask to provide references for you. Note the different type of references at the top of the forms.

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 will take about an hour & a half. If we decide to proceed, I'll give you a form which will give us permission to run your national background check.

Please contact me at ExecutiveDirector@thehighpc.org if you need more info about this.

God bless you!

Jessica Deese  
Executive Director



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

**Mission Statement:**

**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:**

Believing that God is using a crisis pregnancy situation to bring people to Himself, it is our vision to be that vehicle which seeks to serve God by ministering to individuals before, during and after a pregnancy related crisis by:

- 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 (i.e., 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

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 ethnicity, race, color, creed, age, national/geographic 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

- A. 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.
- B. 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.
- C. 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.
- D. 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

**Grace House Pregnancy Resource Center, Inc.  
Policy and Procedure:**

**Center Director  
Qualifications & Job Description**

**Reports to:** Executive Director (ED)

**Objectives of position:**

- 24-hour week responsibility, leading daily center operations according to policy & procedures so that the ministry can reach its full measure of the mission and vision God has given
- Recruit, train & oversee center staff & volunteers

**Qualifications:**

- A demonstrated commitment to Christ as Lord and Savior & willingness to seek His power to do His will
- A conviction of God's leading to the position
- Membership & regular attendance in a local church
- For the past 2 years you have demonstrated a commitment to your local church by regular weekly attendance & Bible study (Sunday school, small group, personal study, etc.)
- Full agreement with the Ministry Statements
- A completely pro-life stance.
- Dependable, stable, and capable of following through on commitments.
- A humble servant's attitude & desire to support the ED, Board, staff, & volunteers as we work as a team to fulfill the mission of Grace House
- A willingness to lead in the mission of the center in submission to the leadership & the policies & procedures
- A commitment to leave extra-Biblical values outside the office. to submit to and be loyal to the leadership of the ministry.
- Knowledge of scripture, especially pertaining to the sanctity of human life, godly living, forgiveness, and salvation
- Ability & willingness to respect confidentiality
- Honesty in dealing with financial matters and all other matters of the ministry.
- 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.
- A regular prayer life
- Ability to allow the Holy Spirit to be in control
- A "servant leader" attitude, while focusing on duties of your position
- Spiritual, mental and emotional maturity
- Honoring the Lord by having your home life in order
- Willingness to resolve conflict in a Biblical manner
- Ability & willingness to communicate effectively
- A commitment to leave extra-Biblical values "at the door" of the center
- Ability & willingness to manage staff & volunteers (experience preferred)
- High School Degree or equivalent, minimum
- Lay-Counseling experience preferred
- Ability & willingness to make tough decisions in crisis situations

- Ability & willingness to delegate tasks to trained staff & volunteers

#### **Time commitments:**

- Commit to 2 years, God willing
- Be present in the Center or have a trained staff person in the center during the times it is open
- 35 hours per week, average
- Lead a New Volunteer Training Course 2 times per year minimum (these are usually evenings & weekends)
- Lead Volunteer In-Service Meetings 3-4 times per year (Monday evenings)

#### **Spiritual Leadership:**

1. Have a vital & growing relationship with Jesus Christ through regular prayer and Bible study
2. Maintain a vital prayer life in order to seek God's direction
3. Maintain the highest standards of character, honesty, and integrity in the ministry & your personal life
4. *Always* speak the truth in love.
5. Be a servant leader. (Philippians 2:1-8)
6. Lead in assuring that prayer, especially pre-shift prayer, is a priority & the cornerstone of center operations
7. Share the struggles, needs and praises of the Center with the ED weekly
8. Remain loyal - in conversation & action to Grace House Board, staff, & volunteers, & clients

#### **Relating to the ED:**

1. Participate in Board Meetings upon the Ed request
2. Report to ED on client programs and center operations through the monthly Directors Report & other communications as needed & requested
3. Work in conjunction with the ED to create an annual budget for approval by the Board of Directors
4. Seek help from the ED when needed
5. Forward Client testimonies & complaints to ED as received

#### **Staff/Volunteer Leadership:**

1. Prayerfully suggest policy changes to the ED as needed
2. Implement policies, philosophies, & goals established by the Board of Directors & the ED & received from the ED
3. Interview, approve, hire, train & terminate all personnel (volunteers & paid staff) reporting to you.
4. Provide leadership, training, motivation, support, materials, and ongoing direction for personnel
5. Lead in training new volunteers in the center allowing them to use our self - training modules
6. Lead Volunteer In-Service Meetings 3-4 times per year
7. As God provides, encourage & empower new leadership for client programs, with the prior approval of the ED
8. Be an accessible and approachable leader for all center personnel
9. Communicate and plan with volunteers and staff under your supervision.
10. Assure that policies & procedures are followed & take corrective action when necessary.
11. Evaluate volunteer and staff directly responsible to you annually & in writing
12. Lead in supporting our fundraisers & events (hosting tables at the Gala, signing up for Run/Walk, & encouraging other staff & volunteers to as well)
13. Gather & lead teams from the community to accomplish center projects

#### **Administration:**

1. Follow operational policies and procedures necessary for the efficient and consistent operation of the Center
2. Ensure that accurate records and statistics are kept, and those statistical reports are filed in timely manner by AA
3. Oversee acquisition & maintenance of office equipment with the help of the Administrative Assistant

4. Oversee maintenance & supplies/materials used for clients as well as resources for further education: (ex. books, tapes, & training materials)
5. Maintain interior for maximized workspace & attractive appearance
6. Do what needs to be done to keep client services & facility operational
7. Assure that client outreach materials are supplied at local agencies, & at other places potential clients are likely to be in your area.

#### **Counseling and Client Services:**

1. Develop & maintain staff & volunteer schedule to ensure presence of workers during center operation hours
2. Assist with client counseling when staffing necessitates or when difficult cases arise
3. Continuously maintain & build the resource list so that clients are accurately informed of services available
4. Oversee the content & administration of client programs, using Biblical materials whenever possible
5. Without enabling, set tone of compassion to clients as a model for volunteers
6. Select educational materials for continued staff, volunteer, & client education using Biblical resources when possible.

#### **Legal:**

1. Educate personnel on new legal issues related to the operation of the ministry, ASAP when relayed by the ED
2. Keep the office space within compliance of our lease and/or up to an orderly standard
3. Keep the property within compliance of all general safety standards

#### **Future Expectations for GH:**

Open up new shifts as God provides volunteers

Expand Client Services as the Lord provides leadership.

Updated 5/26/2021

Updated 06/2020

Updated 08/2019

Approved 01/2010



**GRACE HOUSE PREGNANCY CENTER  
CENTER DIRECTOR  
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: Are you eligible for re-hire?

Start Date	End Date	Company Name	Address	Phone	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: \_\_\_\_\_

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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 may not be able to perform?  Y  N If yes, please explain: \_\_\_\_\_

Is there anyone or anything 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 & community supporters? \_\_\_\_\_

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 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). Have them complete the appropriate reference forms provided & email or mail them 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 national background check, motor vehicle record, & a credit report will be done on me.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Please email completed application to [executivedirector@gracehouseprc.org](mailto:executivedirector@gracehouseprc.org). Mail or drop it off to 336 N Woodland Boulevard, DeLand, FL 32720. Thank you!



## Grace House Pregnancy Resource Center Policy and Procedure:

### Center Director Qualifications & Job Description

**Reports to:** Executive Director (ED)

**Objectives of position:**

- 24-hour responsibility, leading daily center operations according to policy & procedures so that the ministry can reach its full measure of the mission and vision God has given
- Recruit, train & oversee center staff & volunteers

**Qualifications:**

- A demonstrated commitment to Christ as Lord and Savior & willingness to seek His power to do His will
- A conviction of God's leading to the position
- Membership & regular attendance in a local church
- For the past 2 years you have demonstrated a commitment to your local church by regular weekly attendance & Bible study (Sunday school, small group, personal study, etc.)
- Full agreement with the Ministry Statements
- A completely pro-life stance.
- Dependable, stable, and capable of following through on commitments.
- A humble servant's attitude & desire to support the ED, Board, staff, & volunteers as we work as a team to fulfill the mission of Grace House
- A willingness to lead in the mission of the center in submission to the leadership & the policies & procedures
- A commitment to leave extra-Biblical values outside the office. to submit to and be loyal to the leadership of the ministry.
- Knowledge of scripture, especially pertaining to the sanctity of human life, godly living, forgiveness, and salvation
- Ability & willingness to respect confidentiality
- Honesty in dealing with financial matters and all other matters of the ministry.
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- A regular prayer life
- Ability to allow the Holy Spirit to be in control
- A "servant leader" attitude, while focusing on duties of your position
- Spiritual, mental and emotional maturity
- Honoring the Lord by having your home life in order
- Willingness to resolve conflict in a Biblical manner
- Ability & willingness to communicate effectively
- A commitment to leave extra-Biblical values "at the door" of the center
- Ability & willingness to manage staff & volunteers (experience preferred)
- High School Degree or equivalent, minimum
- Lay-Counseling experience preferred
- Ability & willingness to make tough decisions in crisis situations
- Ability & willingness to delegate tasks to trained staff & volunteers

**Time commitments:**

- Commit to 2 years, God willing
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- 35 hours per week, average
- Lead a New Volunteer Training Course 2 times per year minimum (these are usually evenings & weekends)
- Lead Volunteer In-Service Meetings 3-4 times per year (Monday evenings)

**Spiritual Leadership:**

9. Have a vital & growing relationship with Jesus Christ through regular prayer and Bible study
10. Maintain a vital prayer life in order to seek God's direction
11. Maintain the highest standards of character, honesty, and integrity in the ministry & your personal life
12. *Always* speak the truth in love.
13. Be a servant leader. (Philippians 2:1-8)
14. Lead in assuring that prayer, especially pre-shift prayer, is a priority & the cornerstone of center operations
15. Share the struggles, needs and praises of the Center with the ED weekly
16. Remain loyal - in conversation & action to Grace House Board, staff, & volunteers, & clients

**Relating to the ED:**

6. Participate in Board Meetings upon the Ed request
7. Report to ED on client programs and center operations through the monthly Directors Report & other communications as needed & requested
8. Work in conjunction with the ED to create an annual budget for approval by the Board of Directors
9. Seek help from the ED when needed
10. Forward Client testimonies & complaints to ED as received

**Staff/Volunteer Leadership:**

14. Prayerfully suggest policy changes to the ED as needed
15. Implement policies, philosophies, & goals established by the Board of Directors & the ED & received from the ED
16. Interview, approve, hire, train & terminate all personnel (volunteers & paid staff) reporting to you.
17. Provide leadership, training, motivation, support, materials, and ongoing direction for personnel
18. Lead a New Volunteer Training Course 2 times per year (these are usually evenings & weekends)
19. Lead in training new volunteers in the center allowing them to use our self training modules
20. Lead Volunteer In-Service Meetings 3-4 times per year (Monday evening).
21. As God provides, encourage & empower new leadership for client programs, with the prior approval of the ED
22. Be an accessible and approachable leader for all center personnel
23. Communicate and plan with volunteers and staff under your supervision.
24. Assure that policies & procedures are followed & take corrective action when necessary.
25. Evaluate volunteer and staff directly responsible to you annually & in writing
26. Lead in supporting our fundraisers & events (hosting tables at the Gala, signing up for Run/Walk, & encouraging other staff & volunteers to as well)
27. Gather & lead teams from the community to accomplish center projects
28. Promote client services in the community with posters, client cards, etc.

**Administration:**

8. Follow operational policies and procedures necessary for the efficient and consistent operation of the Center
9. Ensure that accurate records and statistics are kept, and those statistical reports are filed in timely manner by AA
10. Oversee acquisition & maintenance of office equipment with the help of the Administrative Assistant
11. Oversee maintenance & supplies/materials used for clients as well as resources for further education: (ex. books, tapes, & training materials)

12. Maintain interior for maximized workspace & attractive appearance
13. Do what needs to be done to keep client services & facility operational

**Counseling and Client Services:**

7. Develop & maintain staff & volunteer schedule to ensure presence of workers during center operation hours
8. Assist with client counseling when staffing necessitates or when difficult cases arise
9. Continuously maintain & build the resource list so that clients are accurately informed of services available
10. Oversee the content & administration of client programs, using Biblical materials whenever possible
11. Without enabling, set tone of compassion to clients as a model for volunteers
12. Select educational materials for continued staff, volunteer, & client education using Biblical resources when possible.

**Legal:**

4. Educate personnel on new legal issues related to the operation of the ministry, ASAP when relayed by the ED
5. Keep the office space within compliance of our lease and/or up to a orderly standard
6. Keep the property within compliance of all general safety standards

**Future Expectations for GH:**

Open up new shifts as God provides volunteers  
Expand Client Services as the Lord provides leadership.

Updated 08/2019  
Approved 01/2010

**Grace House Pregnancy Center**  
ExecutiveDirector@GraceHousePRC.org  
336 N Woodland Boulevard, DeLand, FL 32720  
386-943-4004

**Pastor's Reference Form**

PASTOR'S REFERENCE FORM FOR: \_\_\_\_\_

The person named above is applying for the Center Director position at Grace House. We are a non-profit, Christian ministry that offers abortion alternatives & the Gospel to people in unplanned pregnancies. The Center Director is expected to oversee the center, including the scheduling & training of center lay counselors, & boutique assistants. She generally leads in sharing life-affirming options & the Gospel in the center. She must possess spiritual maturity, administrative skills, & great interpersonal skills as she will work with other staff & volunteers, encountering confidential client information.

We would be most grateful if you would fill out this form and return it to us (by mail or email) 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)? \_\_\_\_\_

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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**CLIENT SERVICES DIRECTOR**  
**Personal Reference Form**

PERSONAL REFERENCE FORM FOR: \_\_\_\_\_

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How long have you known this person? \_\_\_\_\_ In what capacity? \_\_\_\_\_

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? \_\_\_\_\_

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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 have you observed this person in ministry? \_\_\_\_\_

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:

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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)? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

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**CLIENT SERVICES DIRECTOR**  
**Personal Reference Form**

PERSONAL REFERENCE FORM FOR: \_\_\_\_\_

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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 have you observed this person in ministry? \_\_\_\_\_

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

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

---

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_____ 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: \_\_\_\_\_

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What do you consider his/her spiritual gifts? \_\_\_\_\_

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

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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)? \_\_\_\_\_

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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**CLIENT SERVICES DIRECTOR**  
**Professional Reference Form**

PROFESSIONAL REFERENCE FORM FOR: \_\_\_\_\_

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How long did you work with this person? \_\_\_\_\_ In what capacity? \_\_\_\_\_

How well do you know this person?  
\_\_\_\_\_ Extremely Well, \_\_\_\_\_ Very Well, \_\_\_\_\_ Well, \_\_\_\_\_ Average, \_\_\_\_\_ Not Very Well

Would you say this person can exhibit professionalism even in hectic, stressful situations?  
\_\_\_\_\_ Very Much So \_\_\_\_\_ Pretty Much \_\_\_\_\_ Not Really \_\_\_\_\_ Not at all \_\_\_\_\_ Don't know

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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

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you consider his/her strong points? \_\_\_\_\_  
\_\_\_\_\_

What do you consider his/her weak points? \_\_\_\_\_

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

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Conscientious \_\_\_\_\_ Submissive \_\_\_\_\_ Self motivated \_\_\_\_\_ Trustworthy \_\_\_\_\_ Loyal \_\_\_\_\_  
Teamwork \_\_\_\_\_ Computer abilities \_\_\_\_\_ Learning new computer skills \_\_\_\_\_ Applies info \_\_\_\_\_

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

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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)? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

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\_\_\_\_\_

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

What do you consider his/her strong points? \_\_\_\_\_  
\_\_\_\_\_

What do you consider his/her weak points? \_\_\_\_\_

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 \_\_\_\_\_

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

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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)? \_\_\_\_\_

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**

**F060329GRA**

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