

**Grace in Action, Inc.**  
**POB 4393 Davis, CA 95717**  
**(530) 792-1053**

Dear Prospective Minister of Hospitality:

**Thank you** for expressing an interest in joining the Grace in Action Ministers of Hospitality team. We are a ministry of devoted individuals strongly committed to helping those in need. Grace in Action is a non-profit faith-based outreach ministry connecting the community, churches, the university, and individuals to persons who are homeless in Yolo County. Guests receive the shelter of God's hope and love through compassionate care, spiritual companionship, rest and respite, and referrals to helping agencies. Our Ministers of Hospitality find their service and time *extremely rewarding*. Due to rapid growth, development and strong community support, this ministry is looking for dedicated Ministers of Hospitality. We are not a ministry that accepts volunteers solely in need of completing community service hours. If you are in the Bonner Leader program at UCD, please notify the coordinator. Bonner leaders are required to track their own hours of service. Hours can only be credited if the coordinator is notified in advance.

A Minister of Hospitality must be:

1. At least 18-years old and assigned to a veteran Ministry of Hospitality for training and outreach.
2. Complete the Application Form. **Submit pages 2-3** and keep pages 1, 4, & 5 for your records.
3. Serve a minimum of at least six months in the organization or one quarter if you are a student.
4. Enlist to work a regularly scheduled task or activity.

Ministers of Hospitality are encouraged to support the ministry by attending periodic staff meetings, obtain education on the ministry and support fund-raising and other organizational events.

I look forward to seeing you at our next Minister of Hospitality meeting. Please carefully complete all the enclosed forms and return pages 2 & 3 to, "Minister of Hospitality Coordinator" at the address above. If you have any questions please feel free to bring them up at the meetings or contact our current Coordinator at [Hospitality-Minister@Grace-In-Action.org](mailto:Hospitality-Minister@Grace-In-Action.org).

## **Ministry of Hospitality Application**

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

Date \_\_\_\_\_

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

Birth Date \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

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

Home Phone: (    ) \_\_\_\_\_ Work Phone: (    ) \_\_\_\_\_ Cell Phone: (    ) \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Background:**

Please tell us a little about yourself in providing a good fit of your talents and skills. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **Education:**

High School:    \_\_\_\_ Yes        \_\_\_\_ No

Undergraduate degree and study: \_\_\_\_\_ Post Graduate degree and study: \_\_\_\_\_

Special credential/license: \_\_\_\_\_

**Family Information you would like to share with us:** \_\_\_\_\_

\_\_\_\_\_

Have you ever volunteered for a service non-profit organization?    \_\_\_\_ Yes    \_\_\_\_ No

Do you have physical/mental limitations that may prevent your duties?    \_\_\_\_ Yes    \_\_\_\_ No

If yes, please explain: \_\_\_\_\_

Have you ever been convicted of a crime other than a traffic infraction?    \_\_\_\_ Yes    \_\_\_\_ No

If yes, please explain: \_\_\_\_\_

Why are you interested in joining the Grace in Action Minister of Hospitality Team? \_\_\_\_\_

\_\_\_\_\_

Please list the days and times you would be available to Ministers of Hospitality:

Weekdays: \_\_\_\_\_

Weekends (fundraiser event or special projects only) \_\_\_\_\_

**Service Interest:** Number the following skills or interests in order of preference.

(1= first order of preference in area to service)

Healthcare (Nursing or other) _____	Photographer _____
Public Relations _____	Garden/Yard work _____
Clean-up Crew _____	Errands/"go-fer" _____
Graphic Design _____	Data Collection _____
Clerical _____	Phone Calls _____
Computer/office _____	Fundraising support _____
Direct service _____	Other _____

### **Grace in Action Office Copy**

*(Please carefully read and sign the following statement.)*

I have received a copy of, and read the Grace in Action Policies and Guidelines, an integral part of the Minister of Hospitality application. I understand that should I violate the Policies and Guidelines, my Minister of Hospitality status with Grace in Action will be subject to prayerful review and hopefully, resolution.

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

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

### **For Grace in Action Only Office Records:**

Date Received: \_\_\_\_\_

Date of first Minister of Hospitality activity: \_\_\_\_\_

Designated skill/activity: \_\_\_\_\_

Minister of Hospitality Coordinator:

\_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

## ***Guidelines and Policy for Ministers of Hospitality Grace in Action, Inc.***

### **The Style of Grace in Action**

First and foremost, we are to model the life of Christ. We are the “hands, feet, eyes, ears, and heart of Christ.”

Maintain an atmosphere of “reverence” and “respect.” “Trust that you are on “Holy Ground.” Guests who visit our rest and respite time on church property are provided (hopefully) with the model of “The Holy.” We respect each other, treat others with reverence and patience, and refrain from inappropriate language and/or dispute. Guests and Ministers of Hospitality also refrain from alcohol or drug use. (Smoking may be allowed in certain areas.)

Pray without ceasing. As much as possible, remain in an attitude of prayer. Listen for our guest’s needs, concerns, and fears...whether spoken or unspoken. This may be for the purpose of intercessory prayer for that individual, or a leading for the direction of service for the ministry of Grace in Action. If you are unsure, but feel “moved” by something that happens and/or is said, and would like someone to pray with you or for you in the process, please let us know. We are here to support and encourage you in your ministry of service.

Affiliation and Representation. When you are working directly with Grace in Action (on site or at specific functions) you are a representative of this “style.” Additionally, if you are NOT working directly with Grace in Action (when interacting with those in need) please do not “assume” that your actions are specifically approved by this organization.

Most importantly be diligent and intentional about your own spiritual life. This would include prayerfully preparing as you go out into the world AND lifting of oppression and burdens at the close of the day. Spiritual energy is exchanged and/or present in an atmosphere of sacred work. (Hint—ALL that we do in life..is sacred work.;-)

### **Guidelines and Policy**

Ministers of Hospitality are requested to comply with the Policies and Guideline of Grace in Action.

Appropriate dress. Please no T-strap tanks, short shorts, or clothing with potentially offensive slogans or logos. Shoes or sandals must be worn. Please remember how we present ourselves is also a “witness” to our guests.

All information pertaining to the guests of Grace in Action obtained by a Minister of Hospitality must be treated as confidential.

Only Board-designated approved individuals shall represent Grace in Action at functions with other nonprofit agencies, private companies and government entities.

Ministers of Hospitality may only use the Grace in Action name for fundraising when they have received written authorization from the Board of Directors.

Inappropriate, threatening, dangerous, or illegal activity by guests is not acceptable to Grace in Action and shall be reported to the Police immediately by the Director of Crew Leader on site.

Fraternization with the guests is prohibited. No dating, exchange of personal information (phone number/address/rides, etc.) Please use common sense, prayer and discernment when interacting with the guests. This is for your benefit and for the benefit of Grace in Action and our guests.

If you observe or encounter any “challenges” (inappropriate behavior) from the guests, or are in ANY way uncomfortable with your role as a Minister of Hospitality, please speak to the Director immediately about the issue. No concern is too insignificant to express.

Please do not offer cash support. On occasion, a “long time guest” may receive financial support after careful discernment and interview with the Director regarding the specific need. Needs of guests should be referred to the Director if you are not sure. If they tell you that have received financial support before, check and clarify with the Director first.

The following food will NOT be served by Grace in Action representatives, Ministers of Hospitality, Board members or guests, at times or at locations Grace in Action formally provides food.

1. Food not in its original manufactured container.
2. Dented or damaged cans or damaged packaged foods.
3. Perishable food that is not suitable for sale in stores or service in restaurants, such as “out of date” food or “left over” food. Perishable food requiring refrigeration or heating.

**Tips and Guidelines are an integral part of the Grace in Action Policy which Ministers of Hospitality are requested to abide by and honor. We are always open to suggestions and ideas to improve the services of Grace in Action, Inc.**