



Grace in Action

# VOLUNTEER REGISTRATION FORM

## MISSION STATEMENT

***Grace in Action is a Christ-centered ministry that serves homeless and low-income individuals in Davis. Our purpose is to restore hope and dignity through compassionate care, spiritual companionship, and referrals to local agencies.***

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Birth Date: \_\_\_\_\_

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

Emergency Contact: \_\_\_\_\_ Phone: (        ) \_\_\_\_\_

## BACKGROUND

Please tell us about yourself in terms of your talents, skills, spiritual gifts, educational degrees, and background (as it might be applicable to the ministry):

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

Do you have physical/mental limitations that may require accommodations to fulfill your duties?

\_\_\_\_ Yes \_\_\_\_ No If yes, please explain: \_\_\_\_\_

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

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

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SERVICE INTEREST

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 serve or volunteer:

On Site (Monday/Wednesday): \_\_\_\_\_

At home (lunch prep / office admin tasks / other): \_\_\_\_\_

Number the following skills or interests in order of preference (1= first order of preference).

Direct Service \_\_\_\_\_ Bible Study \_\_\_\_\_ Lunch Provider \_\_\_\_\_

Set-Up Crew \_\_\_\_\_ Clean-Up Crew \_\_\_\_\_ Errand Runner \_\_\_\_\_

Clerical \_\_\_\_\_ Fundraising Support \_\_\_\_\_ Public Relations \_\_\_\_\_

Do you have any other special skills? \_\_\_\_\_

***Thank you for completing this Registration form. Please read the Guidelines and Policies for Ministers of Hospitality Agreement form attached and sign below for our records.***

I have received a copy of, and read the Grace in Action Guidelines and Policies for Ministers of Hospitality, 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: \_\_\_\_\_

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FOR GRACE IN ACTION OFFICE USE ONLY:

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

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

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



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# GUIDELINES AND POLICIES FOR MINISTERS OF HOSPITALITY

***Ministers of Hospitality are expected to comply with the Guidelines and Policies of Grace in Action.***

- First and foremost, we are to model the life of Jesus Christ.
- We are His “hands, feet, eyes, ears, and heart.”
- We seek to maintain an atmosphere of reverence and respect—a place of safety and rest.
- God is the “cure giver.” We offer love and hope but are careful not to enable.
- We listen for our guest’s needs, concerns, and fears (whether spoken or unspoken) either for the purpose of intercessory prayer for that individual or to determine the direction of service needed.
- We are here to support and encourage each other in this ministry of service.
- We treat others with gentleness and patience and refrain from inappropriate language and dispute.
- If you feel “moved” by something that happens and/or is said and would like someone to pray with you or for you, please let us know.
- 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.

## Affiliation and Representation

When you are working directly with Grace in Action (on site or at specific functions) you are a representative of this ministry. 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 ministry.

## Appropriate Attire

Please do not wear any low cut or revealing shirts, 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.

## Confidentiality

Information pertaining to the guests of Grace in Action obtained by a Minister of Hospitality must be treated as confidential and not shared beyond what is necessary to assist the individual except in the following cases:

- If a person is an imminent danger to themselves or others (contact the Director immediately).
- In the case of suspected child abuse, information must be passed on to authorized authorities, as we are mandated reporters.

### Representation

Only Board-designated approved individuals shall represent Grace in Action at functions with other nonprofit agencies, private companies and government entities or public correspondence. Ministers of Hospitality may only use the Grace in Action name for fundraising when they have received written authorization from the Board of Directors.

### Behavioral Expectations

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

Fraternization with the guests is prohibited. No dating, exchange of personal information (i.e. phone number or address), offering 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 to guests. On occasion, a “long time guest” may receive financial support from Grace in Action after careful discernment and interview with the Director regarding a specific need. Needs of guests should be referred to the Director.

### Requirements

A Minister of Hospitality must:

- Be at least 18-years old and assigned to a veteran Minister of Hospitality for training.
- Serve a minimum of at least six months in the organization (or one quarter for students).
- Enlist to work a regularly-scheduled task or activity.
- Complete and submit the first two pages of the application and maintain this agreement form for you own records.

Ministers of Hospitality are encouraged to support the ministry by attending fundraising and other organizational events.

Thank you for your interest in Grace in Action.