



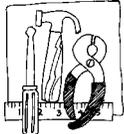
# Equipped to Serve

Number 5

A newsletter to encourage, equip & challenge those in Pregnancy Center Ministry.

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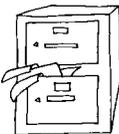
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## Web Site Being Renovated

The Equipped to Serve web site is currently under renovation. My hope is to provide a web site that is useful and easy to navigate. Some of the original materials and graphics are still on the site but we will be adding pages. Some of the new items you will find are:

**Quips & Quotes** - Pages filled with archived quips and quotes from the ETS Newsletter and other sources. I will continually be adding more quotes about topics relevant to training, listening and the Seven Fundamentals.

**Recommended Reading** - Suggestions for books to read that will be helpful to you as trainers as well as interesting, personal growth books. You will be able to order books from Amazon.com directly from the website.

**Training Schedule** - A list of my training schedule for both Basic Volunteer Training and Training the Trainer Seminars. Hosting Centers names, addresses and contact people will be listed if you would like to attend a training.

**Order Material Online** - You will be able to fill out an order form for manuals and send the order to me via email. Later this year we will be adding a feature that will allow you to pay online via credit card.

**Online Newsletter** - This might be the last print-version of the newsletter. Future issues will be available to manual customers or subscribers only online. All manual customers and subscribers will log in and use a password that will give them access to newsletters. You will be able to download and print copies of the newsletter for use in your Center. If you do not currently order manuals from Equipped to Serve and would like to continue to receive the newsletter, you must subscribe to get entry into the online newsletter. Subscriptions are \$29 per year.

**International Ministry** - These pages will focus on my various mission trips to Africa and other countries. I hope to publish photos from my adventures as well as some short movie clips to introduce you to the people and Centers with whom I am working.

**Get Updates** - Register to get email updates to inform you when the site changes or a new issue of the newsletter is being published on the website.

**What's New** - Let's you know what is new on the website since the last upgrade. Visit here if it has been a while since you visited the newly renovated website.

*In order to give all my customers access to the secure areas on my website I will need up-to-date information and email addresses. Please fill out the enclosed postcard and mail it back to me as soon as possible. If you do not have any access to the internet please note that on your response card so I can decide about printing paper copies of the newsletter in the future.*

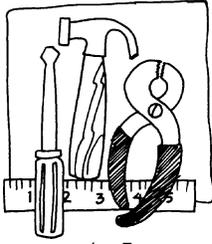
### Equipped to Serve

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# #4: Four Qualities of an Effective Helper

## The Seven Fundamentals



The ability to understand other people - to develop a strong sense of who they are and what they are going through is indispensable for Pregnancy Center volunteer counselors. The ability to empathize is an essential life skill. It is also one of the 4 qualities of an effective helper, the 4th of the Seven Fundamentals.

To empathize means to understand - without judging or using preconceived ideas - the reason for a person's feelings and behavior. The concept of unconditional positive regard is closely related to that of empathy. Unconditional positive regard is the acceptance, respect, appreciation and tolerance that an individual is offered, without preconditions or expectations. The person is accepted as is - the person's behavior may be criticized or rejected, but not the person as such.

Empathy does not mean that we have to agree with a person's behavior. It simply means that we understand why that behavior is occurring. Empathy is key if we hope to minister to and not manipulate our clients.

In order to empathize with others we must bring our story into the counseling room with us. When we do not remember our own story, in both it's strengths and weaknesses, we will be more likely to listen with judgment and with a tendency to offer quick solutions and easy answers. It is much harder to judge others while we are "holding" or remembering the times that we made less than good choices. If we remember the grace, understand-

## Empathy

ing and patience extended to us by God and others during those times, we are much more likely to extend that same grace, understanding and patience to others. Empathy says, "There but for the grace of God go I." Or empathy says, "That's my story too, so I will use that story to help understand you better."

Which brings me to the concept of using your story verses telling your story. Many people think that if I tell you my story then you will know that I have had a similar situation in my life and therefore I "understand" what you are going through. The problem with telling your story is that it takes the focus off your client and puts it on you, the counselor. Using your story involves remembering what it was like to be in a similar situation so you can listen with more empathy and extravagant love. Using your story will help your remember and identify feelings easier so you are better equipped to interpretive listen or ask good questions that you wish someone had asked you. Using your story is a gift to another person. Telling your story is often taking up precious time that is needed to get to know and minister to your client. I am not saying that you should never tell your story. I am suggesting that you might check your motives for telling your story and be careful of how much time you take up when telling your story. If a client asks you to tell your story, by all means share what you think would be helpful to the situation, but as briefly as possible.❖

## Inservice

### Experiential Exercises to Use During Inservices

Using fun experiential exercises during inservice trainings will help increase attendance and build a sense of community amongst volunteers. Here are a few exercises you might try over the coming months.

### On-The-Job Stress Factors

Advise volunteers to keep a record of stressful events they have experienced while volunteering as well as a record of affirming, relaxing and successful events. After a month or two of recording events, have volunteers look for patterns in the stressful events and come up with an action plan to change the situation. Volunteers could share their observations and action plans with others. Staff could brainstorm with volunteers on personal action plans as well as what could be changed on the job to decrease stress and increase affirming and successful events.

### We Are A Tree

Draw a trunk of a tree (large) out of brown shipping paper and hang it on a wall. Give each volunteer a piece of green construction paper and ask them to create a leaf for the tree. The leaf should symbolize what they have learned about themselves during the

*(Continued on page 3)*

Please feel free to copy this newsletter for internal use at your Center. Please encourage other Centers to write, email or call for their own newsletter. Thanks!

**Visit our web site at:  
[www.equippedtoserve.com](http://www.equippedtoserve.com)**



# Experiential Exercise

## Swopping Shoes

### Goals

1. To recognize that in order to achieve empathy we may have to adjust the way we see things.
2. To recognize that in order to achieve empathy we may have to change the way we think and alter the ideas we have about people.
3. Empathy may cause some discomfort and a great deal of compromise.

### Objectives

1. Participants will choose a shoe of another participant.
2. Participants will experience walking in the shoes of another.

### Group Size

Unlimited

### Materials

No special materials needed except participants and their shoes.

### Physical Setting

Space large enough for participants to stand in a large circle or several smaller circles

### Process

1. Ask all the participants to get into a circle, take off their right shoes, and throw them towards the center of the circle.
2. Give them the following instructions
  - Take any shoe that doesn't belong to you. Have a good look at the shoe. Then put it on.
  - If some of the participants complain, repeat the instruction calmly and advise those who have chosen too small a shoe to put just their toes in so as not to damage the shoe.
  - Now instruct the participants to go for a walk around the room or around the circle.
  - Give them a few minutes to experience walking in someone else's shoes.
  - Call everyone back to the circle. They are allowed to take off the shoes but must hold on to them for the time being.

### Disciplined Reflection Questions

#### Sharing Questions:

1. What went on? What was observed?
2. What were you aware of?
3. How did you feel doing the activity?
4. What was difficult about walking in the shoes of another?

#### Interpreting Questions:

1. What was significant to you about this exercise?
2. In what ways was the experience uncomfortable?
3. How did this exercise force you to see differently?

(Continued on page 6)

### Inservices (Continued from page 2)

time they have been volunteering - things they might not have been aware of before volunteering. The leaf can contain words or pictures or colors. Let the participants attach their leaves to the tree with tape.

Ask participants to share and explain the leaves' symbolism and to discuss their reaction to the exercise and what the tree represents to them.

### Theme Cards

Prepare a variety of index cards with words on them (see below for word themes). Place the theme cards face down on the floor and sit in a circle around the cards. Working in a counterclockwise direction, go around the group. Each participant in turn picks a card without seeing what it is, turns it over and reads it out loud. The person then has to say what they have learned about this theme since coming to the Pregnancy Center to volunteer.

When making the Theme Cards make sure that no theme is negative or capable of causing embarrassment. Have one theme per card and enough different themes to more than accommodate the number of volunteers attending the in service.

### Card Themes

Achievement	Liberation
Adventure	Life
Affirmation	Listening
Assertiveness	Movement
Communication	Joy
Community	Nurturing
Courage	Obedience
Creativity	Prayer
Evangelism	Release
Eye Contact	Resting
Extravagant Love	Justice
Feelings	Sovereignty
Genuineness	Success
Holding	Support
Humility Transformation	
Journeying	Trust
Ministry vs. Manipulation	
Non-judgmental	
Sanctification	
Speaking Truth in Love	



## Volunteers



# Screening Volunteers

Screening Volunteers can be an important factor in the longevity and effectiveness of your volunteers. Whether your screen before or after your training, screening volunteers is an important factor in the quality of your volunteer training program.

The best possible scenario is that you get to meet with each volunteer before they attend training. Often, do to last minute training registrations, it is not always possible to meet with and screen each volunteer prior to a training class. Trainers should mention at the beginning of training that attending the training seminar does not obligate either the Trainee or the Center. Attending the training does not automatically mean they will become counselors or work directly one-on-one with clients. This protects the Trainees as well as the Center. Trainees must show themselves able to perform the work of the ministry both during and after the training in order to be trusted with Client interaction.

The components of a well-designed screening process are as follows:

- Volunteer Application
- Volunteer Commitment Form
- References
- A Visit to the Center
- Attendance at a Basic Volunteer Training Seminar
- Personal Interview with the Director of Client Services

I will go in to further detail on each one of these categories.

### Volunteer Application

Each potential Volunteer should fill out a Volunteer Application. The application should ask relevant, meaningful questions that will help Center staff get to know an applicant and also

be able to foresee any problems areas. A well-designed Volunteer Application will also help Staff get to know an applicant's strengths and weaknesses, gifts and talents and where best she might fit in the ministry. The application will be put into a personnel file that should be kept on each volunteer. Besides the basic identifying information such as name, address, phone, etc., you might think about some of the following questions for your application:

1. List your previous volunteer positions and a list of your duties.
2. How did you find out about this ministry?
3. Why do you want to volunteer at the Pregnancy Center?
4. What do you believe are your spiritual gifts?
5. What talents and abilities do you have that might be of use here at the Pregnancy Center?
6. Tell us about any personal experience(s) you have had with abortion.
7. What are your views on abortion? How did you come to these beliefs?
8. What do you hope to achieve in volunteering at the Pregnancy Center?
9. What motivates you to give your best in any endeavor?

### Volunteer Commitment Form

A Volunteer Commitment Form is sent with the Volunteer Application. The Volunteer Commitment (see attached) lists a set of standards and practices a Volunteer commits to in order to volunteer at the Center. This form sets clear expectations of Volunteers before they begin their work at the Center.

*(Continued on page 6)*

## On-The-Job Training

### Post-Training Office Orientation

If you are fortunate enough to have 10 or more people attend your basic volunteer training then you also know how overwhelming it feels to conduct on the job training with all of those volunteers. One way to help with this daunting task is to conduct office orientation in small groups of 5 to 8 volunteers.

At the last few sessions of your basic training seminar, have scheduled 2 to 3 dates and times designated for group office orientation. Ask each trainee to sign up for a time before basic training is completed. If you have day and evening hours at your Center, it might be wise to schedule at least one day and one evening Volunteer Orientations. You also might have group orientations based on the volunteer job descriptions, i.e.. all counselors together, receptionists together, materials assistance, etc.

At this group orientation you will walk volunteers through all the necessary, but often boring, details of office functions and general volunteer responsibilities. I would suggest covering the following in your group orientation:

- Review of the Seven Fundamentals
- Remind about homework from the training and continuing to work through the manual and completing all the exercises.
- General Tour of the Facility & what happens where
- Volunteer Job Description(s)
- Volunteer Communication

*(Continued on Page 6)*



## **Procuring Needed Materials**

### **The Tree Of Life & The One-Hour Club Salida Pregnancy Center, Salida CO**

#### **The Tree of Life**

These ideas I got from Cheryl Walker at the Salida Pregnancy Center in Salida, Colorado. This Center is a small-town Center. Cheryl has discovered that people in the town often like to donate "things" to the Center more than just writing a check. In order to provide for the ongoing program needs of the Center she developed the idea of "The Tree of Life." She uses this in churches during the months of January and February around the Sanctity of Human Life Events that are being sponsored in their community churches. This event would be appropriate for almost any time of the year. Pastors have been very supportive of this event because they feel that it provides everyone in their congregations with an opportunity to give to the level of their ability. Some pastors have even incorporated a sermon based on the widow's mite on the kickoff Sunday.

Here's how it works. A church agrees to sponsor a "Tree of Life." This tree is a three dimensional tree (instructions included on an insert) that is put up in the lobby of a church. On this tree hang tags with all kinds of material needs (sample list included) for various programs of the Pregnancy Center. People are urged to take a tag and then bring the item(s) either to church or deliver the item directly to the Pregnancy Center. Offering people the opportunity of delivering items to the Center is a great idea as it gets people into the Center for a visit and a tour of the facilities. Seeing the Center and talking to staff builds stronger relationships with your donors and gives the donor a real picture of what your Center looks like and what happens there.

Church liaisons are asked to replace the tags over the three weeks that the Tree remains in the church. The Tree of life is usually kicked off the first week with a bulletin insert explaining the program and highlighting an area of service the Center provides or a general description of all the services provided at the Center. Client stories, as always, work very well here. Cheryl has also discovered over the years that if you staple a self addressed envelope on to the bulletin insert that you get a greater return on your investment.

For those people who would rather write a check to underwrite a program need, tags are included that say things like, "one week telephone bill", or "one week newspaper ad." Cheryl says it is best to attach a self addressed envelope to these tags so the donor can send the check directly to the Center.

I just got an email recently from Cheryl mentioning that this year's Tree of Life program was very successful. When I was visiting her in January of this year she told me that after last years Tree of Life campaign, they did not have to buy any paper products for almost a year!

It takes some time, effort and materials to make the trees and tags but once you have made the trees you can use them again and again making this fund-raiser a yearly event. When the trees are taken apart you can store them flat in a large plastic trash bag to keep the dust off of them. New tags have to be generated every year.

For more information about this project contact Cheryl Walker, Executive Director of the Salida Pregnancy

Center at 719-539-7436 or email her at hal\_cheryl@amigo.net. Put "Tree of Life" in your subject so Cheryl will know your email is an inquiry about this project. ❖

#### **The One Hour Club**

An ongoing giving program at the Salida Pregnancy Center is what they call the One Hour Club. This fund-raising program focuses on encouraging people to sponsor one hour of time at the Pregnancy Center. The cost of one hour is determined by taking the budget for the year and dividing it by the number of hours that are spent on client services. This is more than just the hours the Center is open but counts in hours spent on abstinence presentations at schools, post abortion counseling groups, training volunteers, etc.

The donors receive a book mark in their thank you letter. These are homemade bookmarks printed on card stock from the computer. One side of the bookmark lists a few things that their contribution makes happen. These are things such as one hour of post abortion counseling, an abstinence presentation at a local school, one hour of crisis counseling, providing diapers and formula for mothers and children in need, etc. The second side of the bookmark has some scripture about prayer and asks for the donors ongoing prayer support. Prayer requests are listed. It is best to list long-term or ongoing prayer requests such as, God would draw abortion-minded clients to the Center, women hurting from past abortions would find their way to the Center, opportunities for school and community presentations would open up. ❖



## Volunteer Screening

(Continued from page 4)

### References

Most Centers usually ask for three references. One from a Spiritual Leader and two others from friends. Once again, ask questions on a reference form that are relevant to the work the volunteer will be doing at the Center. A sample reference form is enclosed. You want to know this potential volunteer better as a result of the reference. Make the effort of the people filling out the references worth their time and yours.

### Visit to the Center

In the best of all possible worlds potential volunteers will visit the Center before attending training. During their visit they will get a walk-through of the Center and the services the Center provides. This will give them a picture of what the Center looks like and faces and names to attach to the new information they receive during training.

### Attendance at Training

Training is an important screening tool. If your trainer is not the person who will be conducting on-the-job training and ongoing supervision, there should be an exchange of information on each potential volunteer and how well they did in the training seminar. This will help the supervisor attend to volunteer strengths and weaknesses as exposed during the training.

### Personal Interview

One of the first tasks a supervisor must attend to before on-the-job training begins is the volunteer personal interview. Before the interview the supervisor should have reviewed the paperwork received from the volunteer including application, references, commitment form, etc. Any questions and clarifications should be discussed. The questions on these forms should prompt further discussion for the interview. Obviously, anything of concern on these forms should be noted by the supervisor and discussed during the interview.

One of the things I used to do during volunteer interviews is to pull out their Steps to the Cross exercise from the training. I recommend that after the exercise in training is completed, ask volunteers write their names on the back of their sheets. At the end of the training session, sheets are taken down, folded and put into volunteer personnel files. Pull them out the day of the interview, unfold them, and ask the volunteer to tell her story. It is a great way to get to know her better and get to hear her faith story.

Good volunteer screening takes organization and time. Time to seriously and carefully review potential Volunteers' paperwork and meet with them. Time to send out paper work and organize personnel files. But it is time well spent. Think of it as a wise investment in your ministry, which would not exist if wasn't for the dedicated volunteers who serve faithfully. Besides, we owe it to our Clients to provide them the best possible care. ❖

## Experiential Exercise

(Continued from page 3)

### Generalizing Questions:

1. What does this suggest to you about what it means to walk in the shoes of another?
2. How does this relate to how we empathize with others?
3. What does our discomfort in this exercise teach us about empathy?
4. What effect does empathy have on us as listeners?

### Application Questions:

1. What does this teach us about empathizing with our clients in the counseling room?
2. What will you remember from this exercise that you will take with you into the counseling room?
3. What might empathy feel like in the counseling room? ❖

## On-The-Job Training

(Continued from page 4)

System (i.e.. a central notebook, mailboxes, etc.)

- Requirements for in service trainings and a yearly schedule
- Phone System
- How to Answer the Phones
- Running Pregnancy Tests
- Filing System
- Client Interaction Documentation
- TV & VCR Instructions
- Materials Assistance Program Guidelines
- Ultrasound Guidelines
- Post Abortion Counseling Referral System
- Client Intake Forms
- Self Testing Release Forms
- Client Feedback Forms
- Brochures and Pamphlets

At the end of this group orientation would be a good time for volunteers to sign up for the shift they would like to work. It is important that office counselors volunteer once a week. If they do not volunteer on a frequent and regular basis they will not be able to incorporate what they have learned at the basic volunteer training. If they do not use the skills as soon as possible they will lose them. They will no longer be focused on ministry verses manipulation and speaking the truth in love. ❖



**“Leaders bring vision, faith and courage to coordinated effort.”**

**Lorne Sanny**

# Ten Commandments for Ministry Management

The following is taken from the book *Organizing for Accountability: How to Avoid Crisis in Your Nonprofit Ministry* by Robert R. Thompson and Gerald R. Thompson

Is your [ministry] managed with integrity? The original Ten Commandments contain many of the foundational principles of personal integrity and also can be applied to ministries in an organizational sense. When followed, these principles will enhance not only organizational accountability, but also ministry management.

## #1 Religious organizations are not independent.

*“You shall have no other gods before me.”*  
Exodus 20:3

The key to individual morality is to realize that God is our Creator. He makes the rules that we must obey. No one is a law unto himself. That is why the first commandment says, “have no other gods before me.” Thus personal accountability is related to how a person recognizes the sanctity of God’s law. The same is true for organizations. Any organization that views itself as independent from the laws that bind the rest of society cannot commit itself to public accountability.

This is not to say that religious organizations are always accountable to government or the public for their actions. The issue of accountability is not one of immunity, but of equality. Regardless of who may have the right to enforce them, the rules of accountability are the same for everyone. Many laws apply to religious organizations on an equal basis with everyone else. Conduct that is unethical in business is also unethical in ministry. God is not respecter of persons or of organizations and neither are the principles of integrity.

## #2 There are no exceptions to management accountability.

*“You shall not make for yourself an idol.”*  
Exodus 20:4

The secondary commandment warns us not to make any idols for ourselves. Idolatry is not something religious organizations are immune to. Sometimes it is manifested in the adoration of the ministry head, who may be a commanding or charismatic personality. It’s not that employees or donors are likely to actually worship the ministry head, because they would all recognize this as wrong. Yet, people sometimes view a ministry head as someone whose weaknesses are to be kept secret or ignored for the sake of the organization.

Just because a person has a vision for ministry does not mean he or she has the skills necessary to manage the ministry. While it may seem harsh, the reality is that having a confirmed vision for ministry does not entitle anyone to a presumption of perfect managerial judgment. It’s interesting how often everyone knows the ministry head has managerial weaknesses, yet is treated as though none exist. In effect, the ministry head becomes idolized through the failure of donors and employees to challenge his or her judgment when it should be. Exceptions to the normal process of accountability always lead to trouble.

## #3 Management decisions are not divinely inspired.

*“You shall not misuse the name of the Lord your God.”*  
Exodus 20:7

The third commandment directive

not to misuse God’s name is usually linked with the utterance of profanity, cursing, and swearing. Confirming this commandment, Jesus himself cautioned against the use of oaths. An oath is a form of swearing where God’s name is used to add a sense of authority to what the speaker says. Jesus said to let your word stand on its own, a principle that upholds the sanctity of speech. This principle is also applicable to management decisions. In religious organizations these decisions are sometimes used with the preface, “thus says the Lord,” or “God has told me . . .”

However, managers always have discretion when making decisions. Each management decision involves choosing the best means for accomplishing some ministry purpose. Although God defines the ultimate purpose for ministry, he leaves the choice of means up to us. He does not dictate which means to use and, therefore, he does not dictate management decisions. Adding God’s name to a management decision is usually just a cloak to avoid accountability. After all, who dares to question the command of God? Using God’s name to reduce management accountability is in opposition to organizational integrity.

## #4 Ministry personnel need to rest, too.

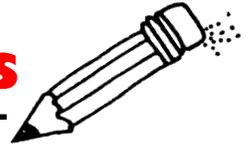
*“Remember the Sabbath day by keeping it holy.”*  
Exodus 20:8

The Sabbath principle of the fourth commandment is based on the sanctity of rest. For the individual, this typically means that one day each week is set aside for a rest from vocational labor. The Sabbath is also a day for pursuing the worship of God rather than personal interests. Religious organiza-

*(Continued on page 8)*



## Quips & Quotes



## Resources

### People

Curt & Joy Goin  
Goin Beyond Specialty  
Advertising  
303.663.9638  
www.goinbeyond.com

Are you in need of some specialty advertising such as getting your Center's name, logo, address, etc. printed on baby bottles for the Baby Bottle Boomerang Fund Raiser? Have I got a great source for you! Curt and Joy Goin of Goin Beyond Specialty Advertising are ready and waiting to help you with your next project. This delightful couple will work hard to find just the right advertising item at the best cost. They also have a large variety of items you could use for volunteer appreciation gifts. The goal of their company is to provide great printing but to also help you determine the best item to advertise your services to your target audience. Give them a call or visit their web site. Tell them you found out about them from this newsletter.

### Websites

#### Lipstickmonkey.com

Heather Waterman has been helping me revamp my web site. She is reasonably priced and can work with you via email and the internet no matter where you are located. Don't pay more for professional web site design than you need to. Check out her Lipstick Monkey web site to see how she can help you. When you contact her, tell her I sent you! Thanks!

"To be heard, there are times you must be silent." Chinese Proverb

"In our zeal to tell our ideas . . . we sometimes fail to consider that someone else has ideas, needs, feelings, too, and that we need to take the time to hear them."

Sonia Hamlin  
*How to Talk So People Listen*

"You cannot truly listen to anyone and do anything else at the same time.

M. Scott Peck

"Listening, coupled with regular periods of reflection, is essential to the servant-leader."

Larry Spears  
*Servant Leadership in A New Era*

## Ten Commandments

(Continued from page 7)

tions need to keep this principle in mind for their staffs. Just because ministers and others in full-time religious service pursue religious activities daily does not make the Sabbath unnecessary.

This principle also recognizes that it is good to get away from the ministry once in a while. There is more to life than ministry, even for ministry staff. One benefit of resting is that it allows staff members to take a fresh look at what they are doing. This is true not only for ministry direction, but also from accountability. Resting from the daily flurry of activity is often the best way to rethink areas of ethical concern that were sidetracked at an earlier time.

### #5 The family comes first, ministry comes second.

*"Honor your father  
and your mother."  
Exodus 20:12*

The fifth commandment to honor parents is a moral command for the young and old alike. The child honors his parents, who provide for his every

need, by his obedience. The adult honors his parents by providing for them when they can no longer provide for themselves. The commandment implicitly recognizes that the family is the basic building block of society - not the government, the church, or religious ministry. Nurturing and protecting the ability of staff personnel to care for their family members is a priority of every ministry.

However, religious organizations often expect their staff to work for less income than what they would earn performing the same job for someone else. Yet, these same staff people may serve the ministry by helping operate ministry business activities supported by sales rather than donations. This creates a role reversal, where the family's provision for its members takes a second place to the ministry's running of its own business. It would make more sense to help ministry staff be better at providing for their own families. When this is done, staff members will give the ministry better service and ultimately increase the integrity of the organization.❖

*I will share commandments 6 through 10 in the next issue of the Equipped to Serve Newsletter.*

# Tree of Life Suggested Supply List

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## Newborn Layette Items

Infant Toys  
Onesies  
Receiving Blankets  
Baby (crib) blankets  
Newborn boy Outfits  
Newborn Girl Outfits  
infant sleepers  
Baby shampoo  
Baby lotion  
Baby comb and brush  
baby washcloths/towels  
books for baby  
small infant toys  
small laundry basket  
baby booties

## Diaper Shower Items

disposable diapers -newborn  
disposable diapers -small  
disposable diapers -medium  
disposable diapers -large  
baby wipes  
diaper cream

## Cleaning & Maintenance Supplies

small trash bags (3 gallon)  
trash bags (10 gallon)  
trash bags (30 gallon)  
toilet paper  
paper towels  
Windex  
multipurpose spray cleaner  
scouring powder  
toilet bowl cleaner  
furniture polish  
facial tissue

## Hospitality Cart Supplies

Styrofoam cups  
paper napkins  
plastic spoons  
plastic knives  
plastic forks  
instant coffee - decaf & regular  
powdered coffee creamer  
low cal coffee sweetener  
sugar packets  
tea bags - regular  
tea bags - herbal  
instant cocoa packets  
Hot Cider packets  
flavored coffees

## Office Supplies

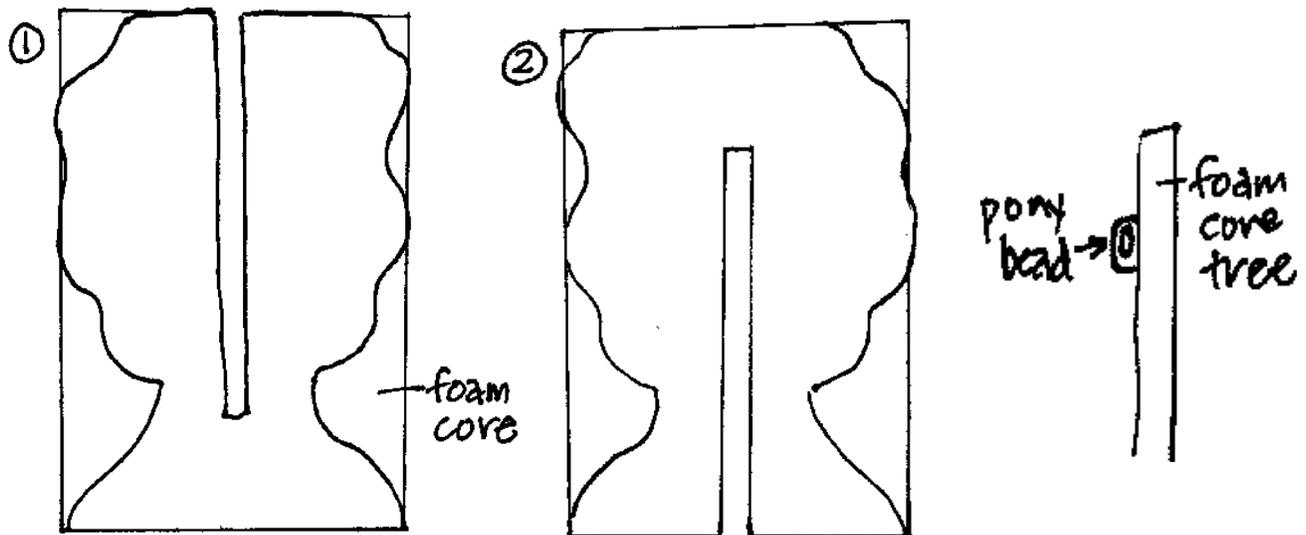
copier paper  
postage stamps  
thank you notes  
pens- black  
pens-blue  
pens-red  
lined notebook paper  
paper clips - standard  
paper clips - large  
white out  
index cards - 3 x 5  
index cards - 5 x 7  
staples  
3-cut manila files  
rubber bands - assorted sizes  
Post-It Notes - small  
Post-It Notes - large  
Polaroid film (basic 600)  
envelopes - #10  
manila envelopes - 10 x 12  
scotch tape - refill type  
sharpie pens - red and black  
duct tape

## Cash Needs

One week help line - \$\_\_\_\_  
One High School Newspaper  
Ad - \$\_\_\_\_  
Annual bulk Mailing Fee - \$\_\_\_\_  
Post abortion bible Study Book  
One week telephone - \$\_\_\_\_  
One week utilities - \$\_\_\_\_  
One toner refill for copier - \$\_\_\_\_  
Newsletter paper - \$\_\_\_\_  
Radio advertising - \$\_\_\_\_  
One week rent - \$\_\_\_\_

# Tree of Life Directions

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## Directions:

1. Draw the tree pattern on a sheet of rectangular foam core.
2. Using paint and leaf stamps, decorate the foliage of the tree and paint the trunk of the tree. You must paint both sides of both boards.
3. Cover both sides of the decorated boards with clear contact paper.
4. Cut out around the trees and the inside notches of both boards.
5. Glue clear plastic pony beads on to the tree with a glue gun. You will hang the tags off of the beads. Pony beads are the plastic beads with large holes you can buy at any craft supply store.
6. Make or buy tags to hang from the pony beads.
  - Computer generate your own tags with a donation items listed on each separate tag.
  - Buy tags from an office supply store and print or generate labels to stick on purchased tags.
  - Staple envelopes to tags which request a cash donation.
7. Interlock the trees so they will stand upright on a table top and hang the tags from the pony beads.

# Volunteer Commitment

The Pregnancy Center desires to serve our clients with the highest standard of care. To accomplish this goal, we ask our volunteers to commit to the following:

- To serving women and men in unintended pregnancies and post-abortion counseling with care and compassion, speaking the truth in love through ministry and not manipulation.
- To keeping our clients' lives and situations confidential.
- To praying for our clients.
- To volunteering for a one year period (can vary with internship positions) following training.
- To not recommending or referring for abortion, according the Center's policies and biblical truth.
- To encouraging and believing in our clients enough to talk with them about their sexuality.
- To the Center's policy on birth control which is, abstinence only for unmarried clients.
- To remaining sexually abstinent during your time as a Center Volunteer, if you are unmarried.
- To committing to a monogamous marriage relationship during your time as a Center volunteer if you are married.

By signing this commitment I, \_\_\_\_\_ agree with and will uphold this covenant during my time as a Center volunteer. I also commit to upholding the Center's integrity and desire for a high standard of care for our clients.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

Please complete and return with your Volunteer Application.

# Confidential Reference Form

\_\_\_\_\_ has applied for a Volunteer Counselor position for the Alternatives Pregnancy Center. Alternatives would appreciate a confidential statement from you concerning the applicant evaluating her ability to undertake Christian ministry. Please complete and return in the envelope provided. Thank you for your time.

	Superior	Above Average	Average	Below Average	Don't Know	Comments
Kindness & Generosity						
Moral Integrity						
Patience						
Perseverance						
Self-Discipline						
Listens Well						
Desire to Serve God						
Spiritual Influence on Others						
Spiritual Maturity						
Theological Insight						
Completes Assigned Tasks						
Teachable						
Plans Ahead						
Punctuality						
Wise Use of Time						
Working With Others						
Compassionate						

1. What are the applicant's greatest strengths? (Be as specific as possible) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Have you any reason for lack of confidence in this applicant to minister to women faced with the decisions of an unplanned pregnancy? If yes, please explain.  
 \_\_\_\_\_  
 \_\_\_\_\_

Please indicate whether your recommendation is given:

\_\_\_\_\_Enthusiastically \_\_\_\_\_Strongly \_\_\_\_\_Fairly Strongly \_\_\_\_\_Without Enthusiasm \_\_\_\_\_With Reluctance

Second page would have lines to write other comments, lines at the bottom for:  
 Reference's Name, Signature, Relation to Applicant, Date, Address & Phone.