

## **Volunteer Manual - Turning Point Youth Centre (TPYC)**

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### **Section A: Vision Statement and Statement of Faith**

#### **Vision Statement**

TPYC is committed to promoting and providing a safe meeting place for our community's youth to go - a place where they will have the opportunity to develop life skills, healthy connections with peers, learn to develop safeguards to make healthy decisions, have access to helpful resources, where they will be encouraged to grow into the person God intends them to, and where they will be shown the love of Christ.

#### **Statement of Faith**

TPYC is a ministry of the Evangelical Free Church of Meadow Lake. We affirm, abide, and uphold all faith articles of the EFCC.

God's gospel originates in and expresses the wondrous perfections of the eternal, triune God.

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

God's gospel is authoritatively revealed in the Scriptures.

2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavour should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

God's gospel alone addresses our deepest need.

3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

God's gospel is made known supremely in the Person of Jesus Christ.

4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus—Israel's promised Messiah—was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

God's gospel is accomplished through the work of Christ.

5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

God's gospel is applied by the power of the Holy Spirit.

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

God's gospel is now embodied in the new community called the church.

7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

God's gospel compels us to Christ-like living and witness to the world.

8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

God's gospel will be brought to fulfillment by the Lord Himself at the end of this age.

9. We believe in the personal, bodily and glorious return of our Lord Jesus Christ with His holy angels when He will bring His kingdom to fulfillment and exercise His role as Judge of all. This coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

God's gospel requires a response that has eternal consequences.

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and

the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

## **Section B: Volunteer Rights and Responsibilities**

As a volunteer your rights include...

**ORIENTATION AND TRAINING** will be provided to all volunteers. A general orientation to TYPYC and training specific to the job they will be doing will be provided by staff or the volunteer coordinator.

**RECOGNITION** will be an ongoing process. As a volunteer, you have the right to be acknowledged and appreciated for your valuable contribution to TYPYC.

**REFERENCES** are always gladly provided for volunteers upon request.

**SAFETY** is an important aspect of our organization. If you ever feel unsafe due to interpersonal interactions with clients or staff, or because of our building, you should immediately let our volunteer coordinator know. Volunteers are never to be left alone with youth.

**RESIGNATION:** Volunteers are requested to notify the volunteer coordinator two weeks before leaving when at all possible. The staff appreciates your time, talents and interests, and knows that changes will occur.

**DISMISSAL** of a volunteer is a serious consideration. A meeting between staff, the volunteer and the volunteer coordinator will occur before dismissal, in an effort to reach a resolution. Dismissal of a volunteer may take place if a volunteer is unreliable, irresponsible, disruptive, demonstrating inappropriate behavior or failing to adhere to the policies and procedures of TYPYC and its programs.

**GRIEVANCE PROCEDURE:** Volunteers dismissed from their volunteer position may not appeal the decision.

**ADDITIONAL POLICIES AND PROCEDURES** may be in place for specific programs. Your supervisor will notify you of specific policies you need to be aware of for your volunteer opportunity.

As a volunteer, your responsibilities include...

**AFFIRMATION OF FAITH:** All volunteers, regardless of faith background, must uphold the articles of faith of the EFCC during volunteer hours. If a volunteer is not a person of faith, they may not contradict any articles.

**NOTIFICATION OF ABSENCE:** Please contact us as soon as possible if you are not able to fulfill your volunteer service for any reason - illness, scheduling conflict, etc.

**VALUABLES:** Please try to avoid bringing valuables with you as TPYC cannot be responsible for any damage or loss. If you need to bring a purse (etc.), discuss safe storage with staff or volunteer coordinator.

**VOLUNTEER HOURS:** Shifts will be scheduled for the next month during the last week of the current month. You may choose your shifts. When you arrive, check in with staff so they know you have arrived. Document the time you arrived by signing-in and when you are done for the day sign-out so that we can keep track of your volunteer hours.

**SAFE ENVIRONMENT FOR YOUTH:** TPYC takes the safety of youth very seriously and conducts background checks and a training program called Plan to Protect to insure their safety. Ongoing volunteers who will be working directly with youth will be required to have a criminal background check and a vulnerable sector check conducted and attend training regarding work with these special populations. Plan to Protect training can be done at the Evangelical Free Church

**CHILD ABUSE, SEXUAL ABUSE, PHYSICAL, MENTAL, OR SEXUAL HARASSMENT:** Volunteers witnessing child abuse, sexual abuse, physical, mental or sexual harassment must report it immediately to the RCMP, then to staff. *Abuse is defined by the Saskatchewan Child Abuse Protocol 2017.*

**CONFIDENTIALITY** is a right guaranteed to our youth and other staff, unless one is planning to harm themselves or others.

### **Section C: Staff and Committee Directory:**

#### **Executive Director:**

Belinda Martin

**Phone:** 1-306-281-6910

**Email:** turningpointyouthcentre@gmail.com

#### **Volunteer Coordinator:**

Joshua Klumpenhower

**Phone:** 1-306-468-7606

**Email:** joshua.klumpenhower@gmail.com

All other contacts available upon request



TURNING POINT YOUTH CENTRE

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S9X 1Y3  
PH: 639-669-0196  
TURNINGPOINTYOUTHCENTRE@GMAIL.COM

## Volunteer Application

### PERSONAL DATA

Name:

Address:

Phone (home):

Phone (mobile):

Email:

Place of Work:

School:

Emergency Contact Name and Phone:

### List Any Previous Volunteer Work:

	Organization	Length of Time Volunteered	Tasks
1.			
2.			
3.			
4.			
5.			

## References

1.

Name: Relationship:  
Place of Work: Position:

Telephone: (Home) (Mobile)  
E-Mail:

2.

Name: Relationship:  
Place of Work: Position:

Telephone: (Home) (Mobile)  
E-Mail:

List any talents, training, education or other qualifications that have prepared you to work with youth.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Check off any area you are interested in helping with

<input type="checkbox"/> Cleaning and organizing	<input type="checkbox"/> Teaching a class	<input type="checkbox"/> Fundraising
<input type="checkbox"/> Homework Tutoring	<input type="checkbox"/> Arts and Crafts	<input type="checkbox"/> Helping at Events
<input type="checkbox"/> Mentoring	<input type="checkbox"/> Mechanics	<input type="checkbox"/> Administration
<input type="checkbox"/> Running group games	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Music
<input type="checkbox"/> Cooking meals	<input type="checkbox"/> Helping teen moms	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Computer Skills	<input type="checkbox"/> Planning events	<input type="checkbox"/> Other: _____

I hereby authorize the Turning Point Youth Centre to make such investigations as they deem necessary regarding my background, personal and otherwise to determine the accuracy of information furnished in this application and release any cooperating agency or organization from liability for releasing requested information/opinion.

Information shared at any time during the process of involvement with the program is confidential to the program and is the sole property of the Turning Point Youth Centre. I fully understand and accept that Turning Point Youth Centre, following the review of my application, reserves the right to refuse or accept my application.

I hereby grant permission to Turning Point Youth Centre to release in confidence information which may be deemed necessary by them in connection with any service to the Turning Point Youth Centre. I give permission for my name and photograph to be used by the centre.

I understand that in addition to my volunteer application I must also submit a current:

1. Criminal Record Check
2. Vulnerable Sector Check
3. Oath of Confidentiality

Signed

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

Name (Printed): \_\_\_\_\_ Signed: \_\_\_\_\_

## **Section D Continued: Confidentiality and Affirmation of Statement of Faith**

### **CONFIDENTIALITY POLICY**

It is the policy of TPYC that volunteers will not disclose confidential information belonging to, or obtained through their affiliation with TPYC to any person, including their relatives, friends, and business and professional associates, unless TPYC has authorized disclosure or in the case of reporting child abuse. This policy is not intended to prevent disclosure where disclosure is required by law. Volunteers are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents or on computer screens in plain view. Upon separation of volunteership, he or she shall return, all documents, papers, and other materials, that may contain confidential information.

### **ACKNOWLEDGEMENT OF CONFIDENTIALITY OF CLIENT INFORMATION - OATH OF CONFIDENTIALITY**

I agree to treat as confidential all information about clients or former clients and their families that I learn during the performance of my duties as volunteer, and I understand that it would be a violation of policy to disclose such information to anyone.

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

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

### **AFFIRMATION OF FAITH**

As a volunteer of TPYC, I will uphold the values and morals of the EFCC during my volunteer hours. I will not seek to interfere in the formal and informal Christian instruction / Biblical teaching that takes place at TPYC.

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

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

### **MEDIA RELEASE CONSENT**

I, \_\_\_\_\_ give Turning Point Youth Centre permission to post photos of me on social media and in promotional material.

Signed:\_\_\_\_\_