



## Volunteer Application Packet

"...whoever is kind to the needy honors  
God." Proverbs 14:31

### Welcome to the Salina Rescue Mission

Thank you for your interest in volunteering at the Salina Rescue Mission. Our ambition is to give more than the basic needs. Our mission statement reads: **to provide Christian ministry to persons in need of food, shelter, clothing, or other basic needs, and to rehabilitate through teaching the Gospel of Jesus Christ.** We could not fulfill this mission without the efforts of volunteers such as you.

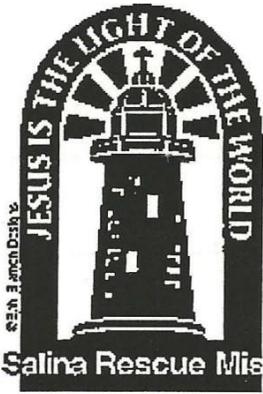
We would ask that you fill out the attached **Volunteer Application**. There are a couple of reasons for this request. First, we want to find the best fit for you within our volunteer program. Your answers to the questions in the application will help us to find the best place for you to help us fulfill our mission. Second, we need some personal information (such as birth date and middle initial) to ensure safety for you and for our clients,

Also, please read the **Volunteer Rights and Responsibilities**, which is enclosed. Sign and date where indicated and return it with your application.

Again, we thank you for the interest you have shown and look forward to working with you as we serve the poor, hungry and homeless in our community.

A handwritten signature in black ink that reads "Chad Young". The signature is written in a cursive, flowing style.

Chad Young  
Executive Director



The Salina Rescue Mission

For He satisfies the thirsty and fills the hungry with good things. Psalm 107:9

# Volunteer Application

## Personal Information

Name- First	Middle	Last	Phone#
Address	Street	City	State Zip
E-mail Address	Date of Birth	Driver's License#	
Occupation	Place of Employment	Phone#	

Religious background, if any		
Church you currently attend, if any	Name of pastor	Church phone #

## Motivations

Briefly explain why you want to volunteer at Salina Rescue Mission. \_\_\_\_\_

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What special gifts/skills can you offer to Salina Rescue Mission? \_\_\_\_\_

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**Personal History**

Do you have any limitations or medical conditions we should be aware of?    No    Yes

If yes, please list. \_\_\_\_\_

Have you ever been convicted of a felony?    No    Yes

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

**Previous Volunteer Experience**

Name of Organization	Volunteer Work Done	Supervisor
Additional Information:		

**References**

Name	Phone Number	Relationship to You
1.		
2.		
3.		

**Emergency Contact Information**

Name	Relationship to You	Phone#
Address:	Street	City                      State                      Zip

# Volunteer Application

I hereby state that all information I have supplied on this application is true to the best of my knowledge. I give the Salina Rescue Mission permission to contact any of the references I have provided. I have read the SRM Rights and Responsibilities and I agree to conduct myself according to them.

Signed \_\_\_\_\_

Date \_\_\_\_\_



He who is kind to the poor lends to the Lord, and  
He will reward him for what he has done.  
Proverbs 19:17

# Volunteer Rights and Responsibilities

As a volunteer with the Salina Rescue Mission, you have the right to:

- Be empowered and equipped to accomplish your ministry opportunity.
- Give feedback in the form of an evaluation.
- A safe and comfortable work environment.
- Give input by partnering with us in our ministry.
- Ask to change or terminate your ministry activity.
- Be provided the training that you need to succeed in your ministry.

As a volunteer with the Salina Rescue Mission, you have the responsibility to:

- Be punctual and conscientious. (If you are unable to fulfill your commitment, please notify the office at least 24 hours in advance.)
- Sign-in and out of each scheduled volunteer activity.
- Dress in a manner that is modest and appropriate. Please refrain from wearing tank-tops, midriff tops, shorts, and any clothing that is: tight, low-cut or has lewd or indecent imprints on it. If you are dressed inappropriately, we will provide you with proper attire or you may reschedule.
- Keep all information that is obtained directly or indirectly concerning clients and staff, absolutely confidential.
- Complete assignments and seek the direction of the supervisor when necessary.
- Fill out an evaluation of the assignment upon completion.
- Conduct oneself in a manner consistent with impeccable moral, ethical, and interpersonal standards.
- Be wise! We want volunteers to get to know residents and transients; however, be aware of being too gullible. Many times, people who are so disadvantaged have learned to survive by becoming adept at using others. With that in mind please follow these guidelines:
  - o Do not give money to anyone.
  - o Do not give rides to anyone.
  - o Do not give personal information, such as telephone number or address without first checking with staff.
  - o Never be alone with anyone of the opposite gender.
  - o Do not leave personal belongings unattended.
  - o Do not make any decisions for the residents; instead refer residents and transients to staff.
  - o Do not date residents.
- Take any problems, criticism or suggestions to your supervisor or to the Executive Director.
- Contribute to the overall purpose of the Salina Rescue Mission. We are here to provide the poor and homeless with physical necessities as well as help our neighbor physically, spiritually, emotionally, and educationally.

- Do not commit to more than you can deliver. Remember, we are counting on you to follow through with what you promise.
- Salina Rescue Mission is a faith-based organization. Men come to the SRM from various doctrinal backgrounds, and in respecting these differences, we encourage all volunteers to avoid promoting, teaching or sharing personal doctrines of faith. If a volunteer persists in promoting their personal beliefs or doctrines, they may be asked to forfeit their involvements with SRM.
- In consideration of being granted permission to volunteer with the Salina Rescue Mission, I release the Salina Rescue Mission, its separate entities, agents, employees, and officers from any injury claims, at any time, related to my volunteer work.

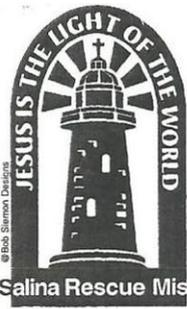
I further agree to indemnify the Salina Rescue Mission and/or any of its separate entities against all claims, demands, judgments, and executions that the Salina Rescue Mission and/or its separate entities may sustain arising from my volunteer actions, whether or not such claims, demands, judgments, and executions are discovered during my volunteer work.

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Volunteer Signature

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Date



# The Salina Rescue Mission

1716 Summers Road  
P.O. Box 1667  
Salina, Kansas 67402-1667

*"The Promise of a Bright Future."*

Dear Volunteers,

We are so glad to have you volunteer at the Salina Rescue Mission to cook, serve and assist us. As you may know this past year we served nearly 45,000 meals. Serving food is a vital part of our ministry. In order to do this we are licensed by KDHE as a food establishment.

I would like to share some information from the Health Department on the rules we need to follow in order to keep our licensing so that we may continue providing these great meals to the homeless.

- Wash hands for 20 seconds with warm soapy water when you first come into the kitchen. You will also notice we have a brush to scrub your fingernails with as well. We have 2 sinks that are designated specifically for hand-washing, with a paper towel dispenser next to each. In addition to washing hands when you first arrive, also wash after each of the following activities: handling food, using the restroom, handling dirty dishes, smoking, eating, drinking, handling garbage, or cleaning.
- Wear gloves anytime handling ready-to-eat food. No bare hand contact with cooked foods. When handling uncooked foods, wash hands immediately afterwards.
- Wear headwear such as hats, hair coverings or nets, to keep hair from contacting exposed food, clean equipment, utensils, and linens. You must wear head-covering if your hair is long enough to touch the collar of your shirt or hangs in your face.
- Food temperature danger zone is between 41 degrees and 140 degrees. Please see attached guide for required temperatures for different food items.
- All meat, eggs and dairy products we use must be USDA stamped, or Kansas Inspection stamped.
- All food served must be prepared in a licensed kitchen.
- Cover open cuts and bumps with bandages and/or gloves.
- Wear nails short, clean and unpolished. Restrict rings to plain bands. No nose or tongue piercing should be worn while working with food.
- If you are ill, you may not work in the kitchen. Please do not try to come in if you are sick.

We again welcome you to the Salina Rescue Mission and if you have any questions please feel free to ask us.

Thanks

Food Service Manager

Salina Rescue Mission, Inc.  
1716 Summers Road – Salina, Kansas 67401  
(785) 823-2610

## **PRIVACY, CONFIDENTIALITY AND SECURITY AGREEMENT POLICY**

The **Salina Rescue Mission (SRM)** is committed to ensuring our organization complies with relevant privacy, confidentiality and security legislation in order to protect our clients, our staff and our organization. To facilitate this, individuals are required to understand their obligations and responsibilities including what it means to sign this agreement.

**All persons, including Salina Rescue Mission staff, volunteers, interns and contractors** who come into contact with, or have access to, confidential information have a responsibility to maintain the privacy, confidentiality and security of that information.

In your job you may see or hear confidential information in any form (oral, written, electronic). Any information that is private or sensitive in nature is to be considered confidential. Confidential information should not be read or discussed by any employee unless pertaining to his or her specific job requirements. Confidential information may include, but is not limited to, information relating to:

- Clients and/or Family Members  
*Such as medical records, health status, conversations and financial information*
- Employees, Volunteers, Contractors  
*Such as salaries, employment records, disciplinary actions, health status*
- Business Information  
*Such as financial records, donor records, reports, memos, contracts, computer programs, technology*
- Third Parties  
*Such as vendor contracts, computer programs, technology*
- Operations Improvement, Quality Assurance, Peer Review  
*Such as reports, presentations, survey results*

### **I AGREE TO AND ACKNOWLEDGE THE FOLLOWING:**

- I will protect the privacy of all personal, medical and financial information relating to our clients.
- I will protect the privacy of all personal, medical and financial information relating to our staff, volunteers, interns, donors and contractors.
- I will protect the privacy of all business information relating to the Salina Rescue Mission.
- I will not misuse confidential information and will only access the information that is necessary to do my job. I will not disclose any confidential information unless required to do so in the official capacity of my employment, relationship or contract with SRM.
- I will not share, change or destroy any confidential information unless it is part of my job to do so. If any of these tasks (such as shredding confidential paper) are part of my job, I will follow the correct department procedure, or the instructions of my supervisor. If a

demand from a law enforcement or government agency is made of me to disclose confidential information, I will document this by giving written notice to my supervisor.

- I will only print or copy information from the SRM information system when it is necessary for a legitimate work related purpose. I am accountable for this information until it is properly filed or disposed of.
- If I have access to electronic equipment and/or records, I will keep my computer password secret and I will not share it with any unauthorized individual. I am responsible to protect my password or other access to confidential information. I understand that my use of any electronic system may be periodically monitored and audited to ensure compliance with this agreement.
- I understand that I have an obligation to report to my supervisor if I think someone is misusing confidential information or is using my password. I further understand that SRM will not tolerate any retaliation against me for making a report.
- On termination of my employment, I will return to SRM all copies of documents containing confidential information or data in my possession or control.

I hereby acknowledge, by my signature below, that I understand that the confidential records and data to which I have knowledge and access in the course of my employment, or relationship, with the Salina Rescue Mission are to be kept confidential. I understand that my duty to maintain confidentiality continues even after I am no longer employed.

I understand that failure to comply with this agreement may result in corrective action up to, and including, termination of employment or other relationships with the Salina Rescue Mission. Unauthorized use or release of confidential information may also subject the violator to personal, civil, and/or criminal liability and legal penalties.

I have read this statement and understand that it will remain on file for the duration of my employment, or relationship, with the Salina Rescue Mission.

Date \_\_\_\_\_

Employee       Volunteer       Other

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Supervisor \_\_\_\_\_

Salina Rescue Mission, Inc.  
 1716 Summers Road Salina, Kansas 67401  
 785 823-2610

### **Chapel Service Policy and Speaker Guidelines Agreement**

The Mission Statement for the Salina Rescue Mission is:

*"To provide through Christian ministry: food, clothing, shelter and other basic needs and offer the rehabilitation teaching of the Lord Jesus Christ."*

Daily chapel services at 6 PM, seven days a week, help to ensure that every man, woman and child that comes to the Mission for food gets a chance to hear and respond to God's plan of salvation through Jesus Christ. We greatly appreciate your willingness to share this message of hope and God's faithful promises to those coming to the Mission.

If you are interested in leading a chapel service at the Salina Rescue Mission, you should:

1. Pray. Ask the Lord if this is truly His will for you to take on such an important responsibility.
2. Call and schedule a meeting with the Operations Director to find out information about the correct process to follow, policies and procedures for chapel services, and any other information you might want to learn about before committing to lead a chapel service.
3. When meeting with the Operations Director, you will be given a volunteer application to fill out. You will need to fill this out and return it before you can be scheduled to do a chapel service.
4. With the Operations Director, you will read, discuss, and sign the following documents:  
     Chapel Service Policy and Speaker Guidelines Agreement  
     Volunteer Rights and Responsibilities
5. Pray. Be sure in your heart that there is no conflict of interest between what you feel led to do and the instruction you have been given by the Salina Rescue Mission.
6. When you are ready to commit to doing a chapel service, call the Operations Director and confirm this decision.
7. Contact the Administrative Assistant to see what day(s) is open for you to lead a service on. Secure a date that would be appropriate.
8. On the day you are to lead the chapel service, please arrive to the Salina Rescue Mission by 5:45PM. When you arrive, check-in with the supervisor on duty behind the glassed in office.
9. The Supervisor on duty will do roll call and remind the shelter guests of their chores, then will make any necessary announcements. The supervisor will then introduce you or your group.
10. During the chapel service, you may choose to worship through song (we do have a piano and a CD player to accommodate, if you so choose). If you would like to play either a VHS tape or DVD during your chapel time, please let the Operations Director know ahead of time so we can make sure we have the proper equipment prepared for you.

11. Please be sure to keep your chapel service to no longer than 45 minutes if you are using music and/or video presentation. If your chapel service is message alone, please keep it to no longer than 30 minutes.
12. When you are finished with the chapel service, we ask that you close in prayer and say a blessing for the food.

We understand that Christians may hold a variety of views (hence the large number of denominations) on what some scriptures say and/or mean. Some teachings may be too complicated for some people, while easy for others. Thus, we ask that we keep our teachings easy to understand, basic in nature, and keep to the following Doctrinal Statement that we adhere to at the Salina Rescue Mission.

### **Doctrinal Statement**

1. We hold the Bible to be God's Holy Word in its entirety and inspired in every part by the Holy Spirit (2 Timothy 3:16; 2 Peter 1:21).
2. We hold that man was created in the image of God, holy and innocent; that of his own choice, he sinned, and, as a result, brought death upon all humanity (Romans 3:23; 5:12; 6:23). Those who are not saved from sin are eternally separated from God (John 3:18).
3. We hold that Jesus Christ is God, born of a virgin, that He gave His life on the cross where He, Who knew no sin, was made sin for us; that He was buried and arose again from the dead, afterward He ascended into Heaven, from whence He will come again (John 5:39; 2 Corinthians 5:21; 1 Corinthians 15:4; Acts 2:9-11).
4. We hold that we are saved by grace through faith, apart from works, that the sinner who repents and personally accepts the finished work of Christ on the cross becomes a child of God, is made a new creature, and is indwelt by the Holy Spirit (Ephesians 2:8-9; John 1:12; 2 Corinthians 5:17; John 14:17).
5. We hold that Jesus Christ is coming again for His church, to establish His kingdom on earth, to judge the wicked and the lost, cast death and hell into the Lake of Fire, and dwell with the saints forever and ever (John 14:3; Titus 1:13; 1 Thessalonians 5:16-17; Revelation 20:6; 20:14-15; 22:1-5).
6. We hold that through preaching, teaching and ministering, the Rescue Mission must use all its resources and activities to communicate the Gospel to men, women, and children so they may thoroughly have victory over sin, come into fellowship with God and live a Spirit-filled, fruitful life in Christ.

When preparing your message for those who come to the Mission, please keep in mind what Paul says in Romans 14:14-23. Do not discuss topics that cause division amongst believers. Keep your message focused on the areas that we can all agree upon as believers. Remember some of the people you are talking to will be mature in their faith, while others do not know Christ at all. Consider the confusion it might cause someone who is trying to understand who

Jesus is, what it might do to him or her to hear one person preach that no one knows the day nor the hour (Matthew 24:36-44), then another person attempt to show how they have come to a date and time for Jesus' return through careful study. Or for one person to preach that a person is saved through faith in Christ alone (John 3:16; Romans 3:21-28; Ephesians 2:1-10), while another person teaches that one must speak in tongues in order to be sure they are saved, while yet another person preaches the only way to be sure of one's salvation is to honor the Sabbath. The confusion for the person who is trying to come to know Christ can put up barriers between them and the Lord as well as between other believers.

Some areas we ask a person not to speak on during chapel services at the Salina Rescue Mission include, but is not limited to:

1. Sex or symbols of sex-Note: this does not mean you cannot mention sexual immorality as being a destructive sin in your message. It means don't let sex be the topic or focus of your message and do not discuss ancient or present-day symbols for sex and/or genitals as a topic for your message.
2. End Time Prediction with Specific Dates. It is ok to discuss the end times as an actual event that is going to happen, but do not promote any specific date as being the time we should expect our Lord's return.
3. UFOs.
4. Illuminati, Bilderberg or other theories as to who may or may not be controlling the governments of the world.
5. Saying the devil or anti-Christ is a particular person in the world today.
6. Pronouncing that a living person (either present or past other than Jesus himself) is the return of Jesus Christ.
7. Conspiracy Theories. While some may or may not be true, chapel time is a place to bring people closer to Christ, not to divert their attention to things that cannot save them.
8. Any topic that distracts the hearer's attention away from the rehabilitative teachings of the gospel of Jesus Christ.
9. Any topic that is not biblically based nor commonly agreed upon by most Christians.

If you have a question about whether or not your topic would be approved, feel free to contact either the Operations Director or Executive Director to discuss it in advance.

I, \_\_\_\_\_, having read and discussed this document as to what the expectations are during the chapel services of the Salina Rescue Mission, hereby agree to abide by these policies and guidelines for as long as I serve in any capacity at the Mission. I understand that if I deviate from this agreement, I will be forfeiting my privilege to serve and lead chapel services at the Mission.

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Signature

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Date