

Mel Trotter Ministries Volunteer Agreement

Mel Trotter Ministries serves disadvantaged people in the Grand Rapids area through a Christ-centered, holistic program. Our primary goal is to restore these people to right relationships with God, their families, and society. We do this through crisis intervention and Biblical counseling, with the strategic support of concerned churches, organizations, individuals, and businesses.

The Mission requires volunteers to support the work, mission and *Statement of Faith* of Mel Trotter Ministries while they are donating their time.

The Mission's staff and volunteers are responsible for protecting the privacy of Mel Trotter clientele. No information about Mission clients is to be given verbally or in writing to agencies or people outside the Mission and no pictures are to be taken of clientele or guests without a signed release from the Mission and client/guest involved.

Volunteers are not to exchange personal information with the clients/guests of Mel Trotter Ministries (i.e. phone number, mailing address, e-mail addresses or any other contact information). It is also agreed that volunteers will not give gifts of any kind to clients/guests including money (dollars or loose change), clothing, personal care products, cigarettes, or any other items.

Mel Trotter Ministries maintains a zero-tolerance policy regarding alcohol and/or drug use at any of the mission facilities for staff, clients and volunteers. Anyone determined to be in possession of or under the influence of alcohol and/or drugs will be terminated from the volunteer program immediately.

It is also agreed that volunteers will not receive any goods for the services they provide. It shall also be understood that volunteers are not to take any items (food, clothing, household items, etc.) from Mel Trotter Ministries without the written authorization from the director of the department in which they are volunteering. **If volunteers are caught taking any items from any department within the ministry without proper authorization, this will be constituted as stealing and your volunteer service will be terminated effective immediately.**

Mel Trotter Ministries Staff will occasionally photograph volunteers for the purpose of promoting the ministry. These photos could be used for promoting the ministry on the internet or in a publication.

As a non-profit agency, Mel Trotter Ministries does not provide liability insurance for volunteers.

I have read the above statement and am in agreement and understand that these policies are in place for the safety of the volunteers, clients and guests of Mel Trotter Ministries. **By signing this agreement, I am authorizing Mel Trotter Ministries to conduct a criminal background check.**

Volunteer signature

Date

Volunteer Coordinator signature

Date