

AREA REPRESENTATIVE APPLICATION

PRISONERS FOR CHRIST OUTREACH MINISTRIES PO Box 1530 Woodinville, WA 98072-1530 425.483.4151 x207

Email: volunteer@pfcom.org
Website: www.pfcom.org

AREA REPRESENTATIVE APPLICATION PROCESS

Step 1.	Complete Area Representative Application Form.	☐ Completed	Date:
Step 2.	Read and sign the Reference Sheet	☐ Completed	Date:
Step 3.	Read and sign the Volunteer Agreement Form	☐ Completed	Date:
Step 4.	Read and sign the Area Representative Responsibilities	☐ Completed	Date:
Step 5.	Read and sign the Code of Conduct	☐ Completed	Date:
Step 6.	Read and sign the Statement of Faith	☐ Completed	Date:
Step 7.	Read and sign Policies Governing Volunteers	☐ Completed	Date:
Step 8.	Complete a telephone interview with the Executive Director	☐ Completed	Date:
Step 9.	Send a digital photograph of yourself	☐ Complete ☐	Date:

INITIAL APPLICATION FORM

The heart of this form for Prisoners for Christ Outreach Ministries consists of a series of essay questions. These are designed to be helpful to you as well as to us in evaluating your background, gifts, and "calling" to missionary service with Prisoners for Christ. The more accurately you are able to describe yourself, the better we will be able to evaluate your situation together, and determine where God can potentially use you most effectively. Some questions can be answered in a few short sentences, others may take several paragraphs or even pages, depending on your writing style. However, the length of your answer is not particularly important, and there are no right or wrong answers. We just want to get to know you better.

It is very important for both you and the ministries of Prisoners for Christ to make sure we place the right individuals in the right spot. Failure to do so wreaks havoc for the ministry down the road. So we encourage you to be honest and forthright when answering these questions. We thank you in advance for the investment of time as you walk through this application process. God 's speed and direction for you.

General Information						
Full Name:						
Mailing Address:						
City:	State	:		Zip + 4:		
Business Phone No.:	Home	e Phone:		Email Address:		
Birthdate:	Age:					
	Family	^r Informa	ation			
Marital Status: ☐ Married ☐ Single ☐	Divorced 🗖 Wido	wed 🗖 Engaged	If engaged, date of Marria	age:		
Name of Spouse:						
	Christia	n Exper	ience			
1. What church are you now atto	ending?					
Denomination:						
Are you a member? ☐ Yes ☐ No If no, Please explain.						
Do you attend regularly: ☐ Yes ☐ No If no, Please explain.						
When did you join?						
How long have you been a member: If less than two years, list previous church:						
Date of conversion:						
Give date and place of your baptism (immersion):						

2.	Name, address, and phone number of your pastor:
3	How are you currently serving in your church?
J. 1	riow are you currently serving in your charen:
4.	Do you know how to share your faith with someone? ☐ Yes ☐ No ☐ Not Sure
5.	What is your practice in your personal prayer life and Bible study?
6.	Have you been ordained? If so, when? Where? By whom?
7.	Have you made a personal acceptance of Jesus Christ as Lord and Savior? ☐ Yes ☐ No If yes, please list (approximate) date:
8.	Do you know for SURE that if you died tonight you would DEFINITELY go to Heaven? ☐ Yes ☐ No
9.	What do you think would get you into God's Heaven?
	Personal Information
1.	Do you or have you ever used tobacco, alcoholic beverages, or drugs, in the last 3 years? ☐ Yes ☐ No If yes, Please explain in detail. Use additional paper if necessary.

2.	As a leader and PFC representative are you willing to give up any social habits that might lessen your effectiveness? Yes No If no, Please explain in detail. Use additional paper if necessary.
3.	Do you now or in the past three years engage in homosexual or extra-marital sexual behavior? Yes No If yes, Please explain in detail. Use additional paper if necessary.
4.	Why are you considering service with Prisoners for Christ?
5.	What are your strongest areas of leadership?
	What are your weakest areas of leadership?
a. b. c. d. e. f. g. h. i. j.	Please answer the following: Do you consider yourself free from the love of money?

8.	Please rate yourself on a scale	of 1-10 with 10 being the highest in the following areas:
	1. Administration	1 2 3 4 5 6 7 8 9 10
	2. Leadership	1 2 3 4 5 6 7 8 9 10
	3. Organization	1 2 3 4 5 6 7 8 9 10
	4. Time management	1 2 3 4 5 6 7 8 9 10
	5. Computer skills	1 2 3 4 5 6 7 8 9 10
	6. Microsoft Word	1 2 3 4 5 6 7 8 9 10
	7. Microsoft Excel	1 2 3 4 5 6 7 8 9 10
	8. Email	1 2 3 4 5 6 7 8 9 10
10.	. Describe your spiritual walk w or do you feel more of a need life? Please describe your spinecessary.	ith the Lord. Do you feel you can spiritually "feed yourself" from the Bible, for teaching and learning in groups or from sermons? How is your prayer ritual disciplines and/or aspirations in that area. Use additional paper if
11.		t enjoyed doing in ministry and what are the major contributions that you of Christ through your involvement?

12. What aspects of Christian ministry have been most difficult for you? What seems to be most threatening? What is most exciting and fulfilling to you?
13. In what areas are you presently growing in your spiritual walk?
14. Have you ever been kicked out or have loss your security clearance at any jail, prison, or juvenile institution for any reason? Please explain the circumstances.
15. Have you ever suffered from anxiety, depression, or other mental illness? Please give details of illness, treatment, length of time of treatment (including psychiatric or counseling appointments). Are you on any anti-depressant medication?
16. Have you ever been <u>accused</u> or <u>convicted</u> of any sexual crime, sexual harassment, or office sexual misconduct? ☐ Yes ☐ No If yes, please explain the circumstance, the outcomes and the dates.
17. Have you ever been convicted of a felony or misdemeanor?

REFERENCE SHEET

Each applicant is to provide the names and addresses of four references. Reference #1 is to be someone who can offer a recommendation on behalf of your "home" church preferable your senior pastor. Try to select persons who have known you in various capacities. These reference should come from people who have known you more than **three years**. If you are currently working or volunteering underneath the authority of a Chaplain, please list his name as a reference.

					<u></u>
1. Name:	Address:		City:	State:	Email Address if available:
Work Phone:	Day Phone:	How Long Have person:	you known this	What type of a with this person	: relationship do you have ::
2. Name:	Address:		City:	State:	Email Address if available:
Work Phone:	Day Phone:	How Long Have person:	you known this	What type of a with this person	relationship do you have
3. Name:	Address:		City:	State:	Email Address if available:
Work Phone:	Day Phone:	How Long Have person:	you known this	What type of a with this person	relationship do you have ::
4. Name:	Address:		City:	State:	Email Address if available:
Work Phone:	Day Phone:	How Long Have person:	you known this	What type of a with this person	relationship do you have :
	on this application Trence Forms we re			ght to the infor	rmation contained in the
			,		
Date:	Signature	•	Print:		



VOLUNTEER AGREEMENT

As a prison and jail volunteer for Prisoners For Christ I agree to:

- 1. Abide by the rules and guidelines as set forth by the administration of Prisoners For Christ in any jail or prison institution.
- 2. Report violations of any volunteer of any rules and guidelines to the administration of Prisoners For Christ.
- 3. Attend the Basic Training Program.

Witness

- 4. Be submissive to correctional officers and chaplains of any institution regardless of the situation.
- 5. Do not ask for special privileges of the correctional officers and chaplains of any institution.
- 6. Introduce any sessions as Prisoners For Christ.
- 7. Be able to give an overview of what Prisoners For Christ stands for.
- 8. Be in constant prayer for the volunteers of this ministry, for the ministry needs, and for wisdom and discernment for the leadership of Prisoners For Christ.
- 9. To hold this administration or any person associated with this ministry harmless for any physical or emotional harm due to the carrying out of the duties or responsibilities of this ministry.
- 10. Understand that the purpose of Prisoners For Christ is basically evangelism. Therefore such terms as "baptized in the spirit, faith healing, speaking in tongues" and practices related to these terms, will not be used during PFC sponsored programs. We all agree on the way to salvation, but we don't all agree on some of the "post graduate" areas. Areas of disagreement can cause confusion and disillusionment, thereby harming the cause of Christ. It may even cause some prison officials to cancel programs and volunteers to be asked not to come back. We have seen this happen. We as an organization therefore leave the "post graduate" areas to the new believer, and the Holy Spirit, without our assistance. Many of our volunteers are of this persuasion and would normally use these terms, however while in prison have agreed to this philosophy.

Date

AREA REPRESENTATIVE RESPONSIBILITIES

	A	D.	4 4.	•		'1 1	C
An	Area	Rei	presentative	18	respo	nsible	tor

- 1. Training volunteers in **all aspects** of prison and jail ministry.
- 2. Providing leadership, continuity and camaraderie for volunteers.
- 3. Being the actual authority figure to the inmates in any prison setting. A balance between mercy and strength needs to be exercised.
- 4. Applying discipline to an inmate or a volunteer when necessary.
- 5. Completing required paperwork at any institution.
- 6. Completing Prisoners For Christ Monthly Service Reports by the 5th of the following month.
- 7. Understanding the full scope of the Code of Conduct and to be able to teach and train volunteers.
- 8. Understanding the full scope of services and programs provided by Prisoners For Christ.
- 9. Having their family and business life in order.
- 10. Continuing a commitment to mature as a Christian and community person.
- 11. Actively recruiting volunteers for the ministry.
- 12. Consistent with Christian accountability, the Area Representative must provide sufficient notice to the PFC office if he is to resign his role as group leader. Depending on the institution and balance of the team, this could be anywhere from one to six months.

☐ I have read, I understand, and I am in one accor	rd with the Prisoners for Christ Statement of Responsibilities.
☐ I have read the Prisoners for Christ Statement o (Please explain the areas that you disagree with	*
nature	Date



CODE OF CONDUCT (I PETER 2: 13-17 NIV)

Clearance Procedures

- 1. For entry into the Correctional Facility, have your <u>driver's license</u> for I.D. If you forget your license you will not be allowed entry. If you are late and your group enters without you, you will not be allowed to enter. Do not be irresponsible and ask for special privileges from jail and prison staff.
- 2. All volunteers will be subject to background investigations 7-10 days prior to admittance. No last minute *substitution* will be allowed.

Contraband

- 3. <u>No items</u>, whatsoever, are to be given to inmates or taken from inmates unless approved by the Chaplain prior to admittance. Everything is considered contraband. You are normally allowed a Bible, pen, and scratch pad. This Is One Rule That Is Punishable By Fine And/Or Imprisonment!!!
- 4. Do not send money, stamps, or any other gift to any inmate. Sometimes inmates see the volunteer program as a means to obtain gifts. This is unacceptable and should always be communicated in a loving fashion.

Your Relationship with the Prison Staff

- 5. Wait patiently for an officer to assist you. Realize that Officers are frequently <u>very busy</u> and their priorities must come first. If they are too busy to assist you at a particular time, wait patiently.
- 6. When passing through gates or doors, always allow inmates or correction officers to go first.
- 7. Correctional Staff are in control of the security and safety of all volunteers and prisoners. Cooperate with their duties and directions. Practice courtesy with corrections officers and inmates.
- 8. Bring special problems or difficulties to your group leader, Chaplain, or correctional officer. Experiencing problems does not reflect on your ability to render an effective service in any facility. Report any security violations you may become aware of to the Shift Commander on duty and the Chaplain.

Your Relationship with the Inmate

- 9. Do not loiter in hallways, doorways, etc., (see #5) or hold conversations with inmates in walkways.
- 10. You are here to provide a specific service. Do not become involved in the personal affairs of any prisoners. Do not attempt to accomplish tasks for inmates which fall outside the service. Do not make contact with a prisoner's family, friends, attorneys, or parole officer. Again, if there is a need, share that need with the Chaplain. The Chaplain is our God ordained authority figure.
- 11. Remember your mission is to share Jesus Christ. Many inmates are lonely people, and it is easy for them to respond to Christian kindness in the wrong way. If your intentions are made clear from the start, you will be able to avoid misunderstanding.
- 12. Do not let yourself be drawn into the negative aspects of a person's life. Encourage them to let their "jail time" be used by God to help them grow spiritually.

- 13. Do not let an inmate play on your sympathy, good intentions, or sense of guilt. You are the one directing the content of the correspondence.
- 14. **Do not ask** about the reason for the person's incarceration. Let him volunteer that information.
- 15. Meeting with inmates after they're released is beyond the scope of this ministry and is not allowed for beginning volunteers. Inmates are often released in the late hour of the evening. Do not volunteer to pick him up or take him to your home. Instruct him on available missions. Pray for him.

Your Role & Expectation as a PFC Volunteer

- 16. Avoid denominational doctrine unless it is to answer specific questions.
- 17. As a volunteer, periodically review your call to this ministry with an open mind. There is a maturity process that entails "mountain top and valley experience" that can result in a workable reality of obedient service.
- 18. Be <u>punctual</u> and regular in attendance as the success of your future endeavor rests greatly on your **credibility**, consistency, and integrity.
- 19. Dress should be very modest. Gals should wear slacks or skirts at the knee or below. No low cut blouses or sweaters. Jewelry should be at a bare minimum, if any. Men, stylish clothes in our society is appropriate; however, in prison society it may be construed as feminine or homosexual in nature. Your are not here to impress people.
- 20. Keep your word, know the rules and regulations as it relates to the limitations of your ministry. **Do not** promise things that you may not be able to follow through on (for example, if an inmate makes a request, and you are unsure of the rules and regulations bearing on the nature of that request, do not make any commitment before first finding out what you are allowed, or not allowed to do in such a situation).

Miscellaneous

- 21. Do not take wallets, purses, keys, or money into the institution. Either leave that material in your locked car, or rent a locker that is provided at many institutions. Remember you will need your driver's license always.
- 22. If you desire to write an inmate, check with the prison ministry for guidelines to our Pen Pal Program.
- 23. Become acquainted with the Prisoners For Christ Ministries, a non-denominational ministry designed for support of prisoners and volunteers regarding follow-up programs, Bible studies, Pen Pal Program, etc.
- 2

24. Stick with it, constantly pray for the discerning Remember you are Ambassadors of Christ.	ment of the Holy Spirit, and above allBE A FRIEND!
Remember you are Ambussaabrs of Chrisi.	
☐ I have read, I understand, and I am in one acco	ord with the Prisoners for Christ Code of Conduct.
☐ I have read the Prisoners for Christ Statement of (Please explain the areas that you disagree with	<u> </u>
Signature	
Signature	Date

PFC's Statement of Faith

- That there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. Mat 3:16,17;
 1 Pet 1:1.2: Isa 48:16
- The Bible is the inspired, inerrant, infallible, authoritative word of God. II Tim. 3:16,17
- Man is, by nature, a sinner from birth. Ps. 51:5; Rom 3:23; Rom 5:12,13
- Jesus Christ was virgin born, sinless, died on the cross for the sins of the world, was buried raised from the dead on the third day and is coming again. *Matt.* 1:18-21; Heb. 4:15; 1 Cor. 15:1-4; John 14:3,4
- Salvation is a free gift, bestowed by God's grace and received by faith. Eph 2:8,9
- A believer's salvation is secured by Christ alone. John 10:27,28; Acts 4:12
- Immersion in water of a professed believer is the Biblical baptism and such baptism is symbolic of Christ's death, burial, and resurrection. Rom. 6:1-4; Acts 8:36-39
- The church is the bride of Christ and the body of Christ. 1 Cor. 12; Eph. 5:25-33; Col 1:18
- The local church is governed by Godly men known as elders or bishops. *Titus* 1:5-9; 1 *Tim* 3:1; 1 *Tim* 5:17; Acts 20:28
- Marriage is the union of one man and one woman. No other type of union is a Biblical marriage. Therefore
 no PFC volunteer will be allowed to teach or promote any contrary views to the Biblical model for marriage.
 Gen 2:22-24; Eph 5:31; Lev 18:22; Lev 20:13
- The purpose of the church on earth is to fulfill the last command of Jesus.
 Matt. 28:18-20
- Christians are endowed with spiritual gifts which enable them to minister in the church. Eph. 4:11
- The Holy Spirit, whom every believer receives at conversion, leads and guides us.
 Eph. 1:13, 14; Rom 8:14
- In the present ministry of the Holy Spirit, the Christian is enabled to live a Godly life and in the spiritual unity of believers in our Lord Jesus. *Gal* 5:22-25; 1 Cor 6:19; Rom 15:5; Eph 4:3

lacksquare I have read, I understand, and I	am in accord with the Prisoners For Christ Statement of Faith.				
☐ I have read the Prisoners For Christ Statement of Faith and disagree with some of it. (Please explain the areas that you disagree with on a separate sheet of paper.)					
Signature:	Date:				
Print Name:					

STATEMENT OF VOLUNTEER POLICIES

Sexual Purity Statement

- In an age where secular society is increasingly confused about sexual identity and sexual purity, the leadership of Prisoners for Christ Outreach Ministries believes that it is important that it be clear with its staff /missionaries /employees/ volunteers about its expectation that they uphold the highest standards of Biblical purity in their interpersonal relationships. Without a clear understanding of sexual identity and consistent practice of sexual purity by our staff/missionaries/employees/ volunteers, the leadership of Prisoners for Christ Outreach Ministries cannot be an effective agent of the healing power of Jesus Christ to the victims of sexual confusion in our world.
- We believe that God's design for sexual activities is that it is to be exercised and enjoyed only within the covenant relationship of marriage between one man and one woman. It is God's intention that those who enter marriage shall seek, in mutual love and respect, to live, one man and one woman, in Christian fidelity as long as both shall live.
- We believe that God has expressly condemned sexual intercourse outside of the marriage covenant.
 This prohibition applies to married persons committing adultery, to sexual relationships between
 unmarried men and women, and, because God's order intends the sexual relationship to be between
 male and female, to homosexual practice. It is God's expectation that the unmarried shall live pure
 and celibate lives, refraining from sexual intimacy.
- Because of the serious consequences, confused sexuality, and unrepentant sexual sin can have on the
 ministry of this organization, missionaries employees and volunteers who disagree with this policy, or
 who do not conform their conduct to it, are expected to resign, or they will be terminated. Individuals
 applying for positions with this organization must acknowledge their agreement with this policy and
 commitment to abide by it.

Alcohol and Drug Policy

- It is the policy of Prisoners for Christ that any volunteer or Prisoners For Christ support staff will refrain from alcohol consumption prior to a Prisoners For Christ sponsored event. Any Prisoners For Christ individual smelling of alcohol while ministering in the jails will be immediately asked to leave the premises. A meeting will be scheduled to discuss the situation at which time the individual will be given a verbal warning. A second occurrence will result in the dismissal of the individual from Prisoners For Christ for six months.
- Prisoners For Christ has the expectation that all volunteers are committed to a drug free life-style.

Cross-Gender Ministry Policy

There will be no cross-gender ministry of PFC volunteers to inmates. Men minister to men and women minister to women.

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Exem	nt	Situ	atio	ns:

1.	Husband and wife teams ministering together at the same time.
2.	PFC volunteers ministering in the DSHS environment. (Juvenile Institutions)

- 3. Musical teams that do not perform at a particular institution more than three times per year.
- 4. Special training situations where the Executive Director has approved a one time visit for an individual for training and exposure. (i.e. New Assistant)

☐ I have read, I understand, and I am in accord with the	e Prisoners for Christ Statement of Volunteer Policies.
☐ I have read the Prisoners for Christ Statement of Volu (Please explain the areas that you disagree with on a s	
<mark>ure</mark>	Date

Forms for Future Volunteers

Code of Conduct

Two-Page PFC Volunteer Application

Statement of Faith



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Your Relationship with the Prison Staff

- 5. Wait patiently for an officer to assist you. Realize that Officers are frequently <u>very busy</u> and their priorities must come first. If they are too busy to assist you at a particular time, wait patiently.
- 6. When passing through gates or doors, always allow inmates or correction officers to go first.
- 7. Correctional Staff are in control of the security and safety of all volunteers and prisoners. Cooperate with their duties and directions. Practice courtesy with corrections officers and inmates.
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	(Please explain the areas that you disagree with on a separate sheet of paper.)

Date

PRISONERS FOR CHRIST OUTREACH MINISTRIES

VOLUNTEER APPLICATION

List full legal name as it appears on your driver's		Birth Date		
license:				
First			Gender	Race
Middle			Social Security	
Last			Driver's License	
Home Address			Employer	
City	State	Zip	Church Home	
Home Phone		l	Location	
Work Phone			Senior Pastor	
Cell Phone			Referred by	
Email			Institution applying for	
Please Note:		· · · · · · · · · · · · · · · · · · ·	eadable copies of your WA process your application.	Driver's License
Have you made a persor If yes, please list (approx	-		s Lord and Savior?	☐ Yes ☐ No
Do you know for SURE that if you died tonight you would DEFINITELY go to Heaven? ☐ Yes ☐ No				
What do you think would get you into God's Heaven?				
Why do you want to serve in Prison Ministry?				
What areas of Prison Ministry do you want to serve in?				
What areas of Prison Ministry have you served in or been involved with in the past?				
Have you been regularly	attending a	church?	No □ No	
Length of Attendance:				
*** FOR OFFICE USE ONLY *** Date Date Date Missionary Affiliate				



VOLUNTEER AGREEMENT

As a prison and jail volunteer for Prisoners For Christ I agree to:

- 16. Abide by the rules and guidelines as set forth by the administration of Prisoners For Christ in any jail or prison institution.
- 17. Report violations of any volunteer of any rules and guidelines to the administration of Prisoners For Christ.
- 18. Attend the Basic Training Program.

Witness

- 19. Be submissive to correctional officers and chaplains of any institution regardless of the situation.
- 20. Do not ask for special privileges of the correctional officers and chaplains of any institution.
- 21. Introduce any sessions as Prisoners For Christ.
- 22. Be able to give an overview of what Prisoners For Christ stands for.
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- 26. To be photographed or video taped and to release ownership in the event your image is used for PFC marketing material.

Signature	Date	
30. I understand that I am making a six month cor	nmitment to Prisoners for Christ as a volunteer.	(Initial)
29. I have read the Code of Conduct and agree to	follow it.	(Initial)
28. I have read the above and understand this agree	ement.	(Initial)
27. I understand that fellowship at a local church of	or with another body of believers is required to be	a PFC volunteer.
material.		

Date

PFC's Statement of Faith

- That there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. Mat 3:16,17;
 1 Pet 1:1,2; Isa 48:16
- The Bible is the inspired, inerrant, infallible, authoritative word of God. II Tim. 3:16,17
- Man is, by nature, a sinner from birth. Ps. 51:5; Rom 3:23; Rom 5:12,13
- Jesus Christ was virgin born, sinless, died on the cross for the sins of the world, was buried raised from the dead on the third day and is coming again. Matt. 1:18-21;
 Heb. 4:15; 1 Cor. 15:1-4; John 14:3,4
- Salvation is a free gift, bestowed by God's grace and received by faith. Eph 2:8,9
- A believer's salvation is secured by Christ alone. John 10:27,28; Acts 4:12
- Immersion in water of a professed believer is the Biblical baptism and such baptism is symbolic of Christ's death, burial, and resurrection. Rom. 6:1-4; Acts 8:36-39
- The church is the bride of Christ and the body of Christ. 1 Cor. 12; Eph. 5:25-33; Col 1:18
- The local church is governed by Godly men known as elders or bishops. *Titus* 1:5-9; 1 *Tim* 3:1; 1 *Tim* 5:17; Acts 20:28
- Marriage is the union of one man and one woman. No other type of union is a Biblical marriage. Therefore
 no PFC volunteer will be allowed to teach or promote any contrary views to the Biblical model for marriage.
 Gen 2:22-24; Eph 5:31; Lev 18:22; Lev 20:13
- The purpose of the church on earth is to fulfill the last command of Jesus.
 Matt. 28:18-20
- Christians are endowed with spiritual gifts which enable them to minister in the church. Eph. 4:11
- The Holy Spirit, whom every believer receives at conversion, leads and guides us. *Eph.* 1:13, 14; Rom 8:14
- In the present ministry of the Holy Spirit, the Christian is enabled to live a Godly life and in the spiritual unity of believers in our Lord Jesus. Gal 5:22-25; 1 Cor 6:19; Rom 15:5; Eph 4:3

□ I have read, I understand, and I am in accord with the Prisoners For Christ Statement of Faith. □ I have read the Prisoners For Christ Statement of Faith and disagree with some of it. (Please explain the areas that you disagree with on a separate sheet of paper.)

Signature:	U)ate:
Print Name: _		