



*Delaware County  
Pregnancy Center*

*“Is a Christ Centered organization that supports women, men and families facing an unplanned pregnancy. Based on the Truth of Scripture, we educate them to make informed decisions concerning their pregnancy and personal relationships.”*

# *Volunteer Packet*

## *Information, Expectations & Application*

*2508 Edgmont Avenue, Chester, PA 19013  
610-872-2229 ♦ [www.dpcchester.org](http://www.dpcchester.org)*

### *Our Guiding Principles*

1. *The Proclamation of the Gospel* – We believe only God, through faith in Jesus Christ, can forgive, cleanse, and transform people so that their happiness and God’s glory are united. In all we do, we seek to commend the truth, beauty and power of the Gospel.
2. *The Dignity of Women* – We believe that the role of women as child bearers is ordained of God and worthy of the special support needed in overcoming the fears caused by an unplanned pregnancy, all the more important since abortion is inherently destructive and demeaning to women.
3. *The Sanctity of Human Life* – We believe that all human life is of inestimable worth and significance in all its stages. Since preborn children have been stripped of their natural human rights, they must rely on Christian moral courage and acts of compassion for their protection.
4. *The Soundness of Sexual Purity, Marriage & Family* – We believe that marriage is a permanent, lifelong relationship between a man and a woman, and the foundation of a healthy society; that abstinence before and faithfulness within marriage offer the best hope for securing long-term happiness.
5. *The Irreplaceable Value of Fathers* – We believe fathers, like mothers, are pillars in the development of a child's emotional well-being. ... Children also look to their **fathers** to provide a feeling of security, spiritually, physically and emotionally.

### *Our History and Present Ministry Goals*

Delaware County Pregnancy Center is a Christ centered ministry of the local church that serves the needs of all who are unprepared for pregnancy. In 1986, the doors of this center opened up to help women in need. The center was and still is run by a board of directors. We have been in our present building for more than 30 years. The purpose of the center has not changed. Our volunteer base has grown. Presently, we are a limited medical center offering ultrasounds to our clients.

### *Contraception Policy*

Delaware County Pregnancy Center does not dispense or encourage the use of contraception. For married couples we explain why natural family planning is safer and more reliable. We do provide information on health risks associated with contraception.

### ***Volunteer Expectations***

Our effectiveness in reaching and changing the lives of men and women struggling with an unplanned pregnancy is largely due to the great work our volunteers do. Delaware County Pregnancy Center works well because our volunteers approach their service with the same due diligence and firm commitment that our staff requires of themselves. We expect our volunteers to uphold high standards of professionalism, personal responsibility and Christian character in all we say and do. To this end we expect each volunteer to do these three things consistently:

1. Be dependable – staff and clients are depending on us. It is vital that our volunteers keep their word and prove to be dependable. Good intentions that lead to missed appointments or unfinished tasks leave us vulnerable to losing credibility and trust with clients who already feel they have no one to turn to for reliable help. We expect volunteers to show up on time and stay for the time they have committed to this vital ministry.
2. Maintain a servant's heart – There are many tasks/ jobs to be done at Delaware County Pregnancy Center. The Executive Director, Business Manager and staff at DCPC share the responsibilities. We expect our volunteers to help where needed. We are equally committed to helping each volunteer. We are so very thankful for the sacrifices you will make to be a good and effective volunteer. Those coming to counsel women facing an unplanned pregnancy will receive additional training, mentoring and ongoing input from the Executive Director.
3. Follow the policies and procedures – DCPC is committed to excellence and we strive to achieve. The Policies and Procedures of DCPC are written to foster excellence and protect and guide the staff and volunteers in carrying out their duties. We expect volunteers to follow all written policies and procedures and to work co-operatively with supervisors.
4. Grow in the knowledge and love of Christ – DCPC is committed to being a Christian outreach, with each volunteer growing in a personal relationship with Jesus Christ as the foundation and guidance system of our service. It is important for our volunteers to be committed Christians who demonstrates a growing personal relationship with Jesus Christ as Savior and Lord and are active in a Bible believing church.

***Volunteers fall into two categories: either client-contact or non-client contact category. Those who work directly with our clients go through a comprehensive training, and help with services such as, pregnancy tests and ultrasound scans, peer counseling, parenting classes as well as answering phones. Non-client volunteers may help with newsletters, mailings, and fundraising events, answering phones, or taking care of cleaning, or doing maintenance and repair work around the center, or any other practical helps.***

***Client-contact volunteers*** (Those working in these areas will be scheduled for weekly shifts.)

Client Advocate – Weekly face to face peer counseling with clients (Training required).

Clerical Assistants – Assist in day to day office duties, mailings, phones, filing, etc.

Receptionist – Answering phone calls, confirming client appointments, and registering/checking in clients as they come in for appointments.

Medical Assistants- Sonographers, Nurses, to help perform ultrasounds.

Baby Boutique Assistant – Help sort and organize donations that are available for the clients. Be available to help clients shop in the boutique during shop hours.

***Non-Client Contact volunteers*** (Those working in these areas may work weekly shifts, be on-call to respond as needed or come in when they are available.)

Board Members- Implement policy and procedures of the DCPC.

House Cleaning – Clean windows, bathrooms, carpets, kitchen, counseling rooms, etc. on a regular basis.

Prayer Intercessors – All aspects of our ministry need to be undergirded in prayer. We are always grateful for those who will diligently lift up our clients, volunteers, staff, supports, and even our building and resources in prayer.

Church Liaison – Regularly keep your church informed of the practical needs, financial needs, activities, and updates for the Center.

**Special On-Call Projects** (We always have room on our team for people we can contact from time to time for special projects. We need a team we can call on- Can we call on you?)

General Maintenance – Assist in building maintenance, such as building of shelves, working on phone systems, redecorating projects, painting, landscaping, etc.

Special Events Assistant – Assist in planning, or production of special events such as volunteer recognition events, fundraising events, community outreach events, etc.

Marketing Support – Assist in design of marketing projects to reach new clients and increase public awareness and understanding of the Center.

Electronic Media Maintenance Assistant – Create and/or assist in keeping our facebook page current and updated.



**Delaware County  
Pregnancy Center**

- PA Child Abuse Clearance
- FBI Fingerprints
- PA Criminal Background Check
- Identification Card/Driver's License
- Mandated Reporter Certification

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

***Confidential Volunteer Application***

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Preferred Method of Contact: Home Phone  Cell Phone  Email

Employer \_\_\_\_\_

Occupation \_\_\_\_\_

Type of Business \_\_\_\_\_

Phone \_\_\_\_\_

***Please provide the following information about your church:***

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Senior Pastor's Name \_\_\_\_\_

Church Phone \_\_\_\_\_

**Positions of Interest (Select all that apply):**

**Client Contact:**

- Doctor/Nurse
- Sonographer
- Boutique Worker

**Counseling/Teaching**

- Client Advocate
- Parenting Education
- General Counselor/Teacher

**Client Support Services**

- Boutique/Retail
- Clerical
- Receptionist

**Non-Client Contact:**

- Prayer Intercessor
- Maintenance
- Outreach – College Canvassing
- House Keeping

- Office Support
- Grant Writing
- Church Liaison
- Special Events

- Marketing
- Remote Support (Call Center)
- Fundraising

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Briefly state why you are interested in working with Delaware County Pregnancy Center? \_\_\_\_\_

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What are your strengths/gifts that will be helpful to DCPC? \_\_\_\_\_

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Are you in agreement with DCPC's State of Faith? Yes  No

Are you in agreement with the Statement of Principle and Policy Statement? Yes  No

Would you be willing to sign these statements and represent the DCPC ministry in accordance to them, if you were to be hired? Yes  No

Are you willing to devote time to the ministry? (2 hours for meetings and at least 3 additional hours for voluntary support monthly) Yes  No

**Character References** (Please have your pastor and the two references below fill out a Confidential Volunteer Reference form and return it to the Center in the enclosed envelope.)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Application Rec'd \_\_\_\_\_

Date of Interview \_\_\_\_\_

Date of Orientation \_\_\_\_\_

References Completed \_\_\_\_\_

Starting Date \_\_\_\_\_

Training Completed \_\_\_\_\_

Regularly Scheduled day(s) of week \_\_\_\_\_

Time \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Delaware County Pregnancy Center  
Statement of Principle***

1. The Delaware County Pregnancy Center is an outreach ministry of Jesus Christ through His Church. Therefore, the DCPC, embodied in its volunteers, is committed to presenting the gospel of our Lord to women, men and families facing unplanned pregnancies – both in word and in deed. Commensurate with this purpose, those who labor as DCPC board members, directors, and volunteers are expected to know Christ as their Savior and Lord.
2. The DCPC is committed to providing its clients with accurate and complete information about both prenatal development and abortion.
3. The DCPC is committed to assisting women to carry to term by providing emotional support and practical assistance. Through the provision of God’s people and the community at large, women may face the future with hope and plan constructively for themselves and their babies.
4. The DCPC never discriminates in providing services because of the race, creed, color, national origin, age, or marital status of its clients.
5. The DCPC never advises, provides, or refers for abortion or abortifacients.
6. The DCPC offers assistance free of charge at all times.
7. The DCPC is committed to creating awareness within the local community of the needs of pregnant women and of the fact that abortion only compounds human need rather than resolving it.
8. The DCPC does not engage in contraceptive counseling or in referring for contraceptives or contraceptive services. (Married women seeking contraceptive information should be urged to seek counsel, along with their husbands, from their pastor and physician.)
9. The DCPC recognizes the validity of adoption as one alternative to abortion but is not biased toward adoption when compared to the other life-saving alternatives. The DCPC is independent of adoption agencies, relating to them in the same manner as to other helpful referral sources. The DCPC receives no payments of any kind from these agencies, does not enter into contractual relationships with them, and does not share combined office space. Adoption agencies are not established under the auspices of the Center. The DCPC neither initiates nor facilitates independent adoptions.
10. The DCPC client advocates will strongly encourage any client who is meeting with an adoption agency to do so outside of its offices. However, exceptions will be allowed. Adoption agency meetings in DCPC offices will be the exception not the rule.



**Delaware County Pregnancy Center  
Statement of Faith**

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential, and that this salvation is received through faith in Jesus Christ as Savior and Lord and not as a result of good works.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life and to perform good works.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of the life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.
8. We believe that each human life begins as a consciously curative act by an infallible God and that from the moment of conception, is endued, by the virtue of being created in the image of God, with intrinsic value that is independent of and supersedes any political, social or economic interpretation of worth.

**Volunteer Commitment Statement**

*I am in complete agreement with the Delaware County Pregnancy Center's Statement of Faith (above) and the Statement of Principle (on the back) and am willing to represent the DCPC in accordance with them.*

*I also agree to keep any client, contributor, or operational information in strict confidence, not divulging such information to anyone outside the DCPC staff, during my active service or at any time thereafter.*

*I realize that my volunteer involvement is a commitment to the DCPC, as unto the Lord, which demands **dependability** and **seriousness** about my role.*

*I agree to stay knowledgeable of all DCPC policies and procedures as given by my supervisor and to conduct my service in agreement with them.*

*If my role is that of an in-office client advocate or receptionist, I will make a sincere effort to attend the required staff meetings so that my training and skills will remain current, in order to effectively help the clients who come to DCPC.*

*I am signing below as an indication of my agreement with the above statements.*

*I give permission to the center to conduct a criminal background check to the extent that my volunteer duties may involve direct interaction with minors.*

*I will serve in a different role than the employees of the pregnancy center, and I am not seeking, nor expecting to receive, any compensation or other benefits in return for any volunteer services which I may provide for this ministry.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please sign and return with application.**