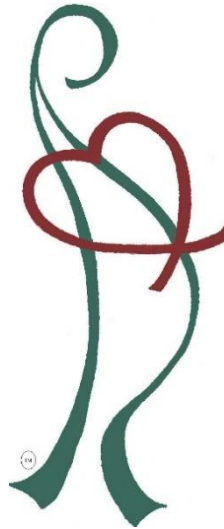


Bastrop Pregnancy Resource Center
A Safe Place in a World of Anxiety and Confusion



Policies and Procedures Manual
and
Volunteer Handbook

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Welcome

Welcome to Bastrop Pregnancy Resource Center. You are a gift from God and we look forward to having you as a member of our ministry team. We are committed to helping you achieve the highest level of service for the Lord. This manual sets forth the policies and procedures that govern the operations of this center. It is important that you read, understand, and become familiar with this manual and the standards that it establishes.

BPRC Mission Statement

Our mission is to show God's love and grace through encouragement and support while helping to preserve and protect the lives of the unborn and promote healthy family development.

Statement of Faith

Bastrop Pregnancy resource center is an evangelical, faith-based, pro-life organization.

We believe in the Lord God Almighty. We believe He is the Creator of the universe. (Genesis 1:1)
We believe He is the Creator of all mankind. (Genesis 1:26-27)

We believe in Jesus Christ. We believe He is the Son of God and was born of a virgin. (Luke 1:27)
We believe Jesus died on the cross so that the sins of mankind can be forgiven. (1 Peter 3:18)
We will lovingly share the love of Jesus with those around us.

We believe in abstinence. We believe sexual intercourse should be abstained from until a man and woman enter into marriage.

We believe we should strive to live moral lives, abstaining from premarital and extramarital affairs, pornography, and any other behavior that would dishonor our Lord, BPRC, and its advocates. (1 Thessalonians 4:3; Hebrews 13:4)

We believe in the sanctity of human life as taught in the bible, with no exceptions. We believe God knit us together inside our mother's womb. (Psalm 139) We believe every pregnancy is a planned creation. (Ephesians 1:11-12) We will take a stand to help protect the unborn. (Proverbs 24:11-12; 31:8-9)

With this Mission Statement and Statement of Faith, we hope to save and change lives, in Jesus' name, by sharing positive solutions to issues surrounding an unplanned pregnancy. We wish to help those in need by being a respected, visible, and useable resource in Bastrop County.

Statement of Principles

Serving our clients with care and integrity requires a commitment to certain fundamental principles. They are as follows:

- ✓ The Pregnancy center is an outreach ministry of Jesus Christ. The pregnancy center, embodied in its volunteers, its commitment to presenting the gospel of our Lord to women with crisis pregnancies, both in word and deed. Therefore, those who labor as pregnancy board members, directors, employees, and volunteers are expected to know Christ as their Savior and Lord.
- ✓ The pregnancy center is committed to providing its clients with accurate and complete information about both prenatal development and abortion.
- ✓ The pregnancy center is committed to integrity in dealing with clients, earning their trust, and providing promised information and services. The pregnancy center denounces any form of deception in its corporation advertising or individual conversations with its clients.
- ✓ Clients will be treated with kindness, compassion, and in a caring manner.
- ✓ Clients will always receive honest and open answers.
- ✓ Client pregnancy tests will be administered in accordance with all applicable laws and center procedures set forth within such laws.
- ✓ The pregnancy center is committed to assisting women 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.
- ✓ The pregnancy center does not discriminate in providing services because of race, creed, color, national origin, age, or marital status of its clients.
- ✓ The employees and client advocates will hold in strict and absolute confidence all clients information. Client information is only disclosed as required by law and when necessary to protect the client or others against imminent harm.
- ✓ The pregnancy center does not recommend, provide, or refer for abortions or abortifacients.
- ✓ The pregnancy center offers assistance free of charge at all time.
- ✓ The pregnancy center is committed to creating an 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.
- ✓ The pregnancy center does not recommend, provide, or refer single women for contraceptives. Married women seeking contraceptive information should be urged to seek counsel, along with their husbands, from their pastor or physician. The center only teaches abstinence to unwed clients.
- ✓ The pregnancy center recognizes the validity of adoption as an alternative to abortion, but is not biased toward adoption when compared to the other lifesaving alternatives. Pregnancy centers interacting with independent adoption agencies shall assure that referrals are made in a manner that fully protects the interest of the clients and avoids any conflicts of interest. Adoption agencies may only be established under the auspices of centers if they meet strict standards to assure that pregnancy clients shall be served without any conflicts of interest.
- ✓ All of BPRC's employees and volunteers receive proper training to uphold these standards.

Volunteer's Bill of Rights

Bastrop Pregnancy Resource Center recognizes that its volunteers have the following rights:

- ✓ To be treated as co-workers, not free help
- ✓ To engage in a suitable assignment, with consideration for personal preference, temperament, life experience, and education
- ✓ To receive continuing education as a follow-up to initial training, stressing new information and developments
- ✓ To receive sound guidance and direction by a supervisor who is experienced, patient, and well informed
- ✓ To be a part of a variety of experiences
- ✓ To be heard, to have a part in planning, to feel free to make suggestions
- ✓ To be recognized and appreciated as a valued co-worker

Volunteers that are Minors

BPRC allows minors to volunteer at the center. There are specific guidelines that must be followed concerning a minor. They are as follows:

- ✓ All minors must have parental or guardian consent to volunteer at the center
- ✓ A parent or guardian must be present at the interview to meet the Director and other supervisors that will be overseeing the minor
- ✓ Minors must be provided transportation. Rides will not be given to minors without prior written consent from the parent or guardian
- ✓ Minors will not be left unsupervised, or with an unauthorized volunteer
- ✓ All volunteers that the minor may be supervised by must be approved in writing by the parent or guardian
- ✓ Minors are not allowed to volunteer as a client advocate, they may however shadow another client advocate with the written permission of the parent or guardian

Dress and Appearance

All volunteers are expected to dress appropriately while at the center. Keep in mind that we are in a business environment and need to look professional. We also need to help set a high standard for our clients. We must remember we represent Jesus Christ, so ladies we do not wear shirts that show cleavage or have inappropriate words or phrases on them, no short shorts, and no pants with holes in them. Men, please do not wear muscle shirts at the center.

Volunteer Recruitment and Screening

All volunteers are required to go through the application process. This includes submitting a written application, the required background check, and the pastor letter. After submitting the required paper work the Director will schedule an interview with the volunteer. The Director will approve or deny the application based on the submitted paperwork and the interview. If negative information or discrepancies are discovered during the reference check, interview, or background check, this information will be addressed with the applicant. If the applicant is unable to provide a satisfactory explanation, he or she will be excluded from further consideration. Approved applicants will then start their training.

Volunteer Training

The pregnancy center recognizes that the effectiveness of its ministry depends upon the proper and thorough training of volunteers. All center volunteers are required to successfully complete a new volunteer orientation before entering into volunteer service at the center. In addition, volunteers are required to attend additional trainings throughout the year that focus on subjects directly related to the work of the center.

Shadowing

All client advocates will start by shadowing a trained client advocate. The new client advocate needs to feel free to join in on the shadowing experience, interacting and praying with the client whenever he or she feels lead to do so, this is an important part of the learning experience. There is not a set time limit on how long someone must shadow. The director and the client advocate will determine together when the time is right for the new client advocate to see clients on their own. The new client advocate will either gradually become more at ease working one-on-one with the clients or decide that this is not the role God has in mind for them.

Volunteer Evaluations

BPRC recognizes that all volunteers are entitled to receive appropriate feedback from their Director so they may continue to improve their skills and address any weaknesses. Evaluations are conducted at the Directors discretion and may include for client advocates a first-hand observation of a counseling session. All volunteers are encouraged to meet with their Director to discuss their evaluations.

If at any time a volunteer wishes to do a different job, he or she just needs to let the Director know. Together the Director and volunteer can find a place where the volunteer feels God has led them. God has blessed us all with a special gift, and there is a place for each of us at BPRC.

Involvement in Adoption

BPRC's ministry is to serve the needs and interests of the client. BPRC avoids situations in which the interests of employees, volunteers, their family members, or others for whom they act conflict with the interests of the clients. Therefore, BPRC strictly prohibits employees and volunteers from taking any steps on their own behalf or on the behalf of others to pursue the adoption of any client's child.

Release of Employee or Volunteer Information

All reference requests or other outside requests for information concerning current and former employees and volunteers will be referred to the Director. In the absence of a subpoena, court order or other mandatory legal process, the Director will not release any information until the Director first receives a document signed by the employee or volunteer granting permission for the releases of such information and waiving all legal claims associated with the release of information.

Additional Expectations

The words that volunteers and employees use and their actions are important too. We must behave in a professional manner at any BPRC function as well as in the center. Wherever we are people recognize us and associate us with BPRC, even outside the wall of the center. We must abstain from foul language, drunkenness, angry outburst, gossiping, and all other actions that would bring disgrace to the name of Jesus and His work here. If a volunteer or employee ever has a problem that cannot be addressed directly with the individual concerned, then that volunteer or employee must go to the Director privately. Also, we must never repeat any rumors we have hear elsewhere. We must let nothing we do, say, or wear distract from the message of God's loving care.

Cleanliness of the Center

We strive to maintain a professional environment that is honoring to our Lord, while creating a warm, loving, inviting place where we all feel at ease. All areas of the center must be kept clean and tidy in order to achieve this goal. Each time we open our doors we need to make sure the Center is ready to receive clients and children; each time we close the doors we need to make sure the Center is ready for the next day.

Article X of BPRC's Bylaws / Prohibited Acts

Article X

Prohibited Acts

10.01 As long as the Organization exists, no Director, Officer, Council Member, Committee Member, or any other person related to or acting on behalf of Bastrop Pregnancy Resource Center will do any of the following:

- ✓ Commit any act in violation of these Bylaws or a binding obligation of BPRC
- ✓ Commit any act with the intention of harming BPRC or any of its operations
- ✓ Commit any act that would make it impossible or unnecessarily difficult to carry on BPRC's intended or ordinary business
- ✓ Receive improper personal benefit from the operation of BPRC
- ✓ Use BPRC's assets, directly or indirectly, for any purpose other than that of carrying on the organization's business
- ✓ Wrongfully transfer or dispose of BPRC's property, including intangible property such as good will
- ✓ Use BPRC's name (or any substantially similar name) or any logo, trademark, or trade name adopted by the organization, except on behalf of BPRC, as approved by the Administrative Council
- ✓ Disclose any of BPRC's business practices or any other private information not generally known to any person not authorized to receive it
- ✓ Be intentionally part of or acting in agreement with an outside organization or group that is in anyway considered in direct opposition to the beliefs and practices stated in Article III of said Bylaws
- ✓ Represent BPRC in any form during political platforms or active protest, including but not limited to handing out resource materials associated to BPRC or wearing any type of clothing with BPRC's logo or name on it

BPRC's status as tax exempt requires that it refrain from participating in any political campaigns and other political activities. Failure to avoid the prohibited acts as stated above will result in dismissal of the volunteer or employee, and could result in BPRC losing its tax exempt status.

Confidentiality

Client confidentiality is of utmost importance. Our policy is the same as that of any doctors or counselor's office; we do not share the names of our clients or our experiences with them, outside the Center or even with each other unless they have given us written permission to do so. Each client signs a consent and release form detailing whether we are allowed to contact them and by what means. A client will also sign a peer counseling form if they bring anyone with them. This form protects the Center and the client. The photo and testimony release form shows us whether we have permission to take pictures and share stories in publications and newsletters. Our file cabinets remain locked to protect the confidentiality of our clients.

Important Things to Remember

BPRC does not refer anyone for an abortion. This is stated in the consent and release form. We will train client advocates in how to handle abortion-minded clients. However, this situation can be intimidating, so it is always appropriate to ask the Director or the Assistant for help. The bottom line, no matter what the outcome of the session, we do not give names, phone numbers, or locations to abortion facilities. Should a client choose this in spite of our efforts to show her God's loving will and purpose, by sharing with her the danger involved in abortion, and presenting to her all that we have to offer, we will let her know that we love her, will pray for her, and will be here for her afterward.

BPRC teaches abstinence and does not distribute or suggest the use of birth control. Most "contraceptives" are also abortifacients; that is, they have a "back-up" ingredient that causes an early abortion if the contraceptive effect fails. We believe in expressing to our clients the reality of their own self-worth, which is not depending on how a man feels about them at any given moment. We believe in teaching the young men how to be real men, men of self-control and a spirit of protection and nurturing towards their girlfriend, fiancé, or wife. We also express the possibility of catching an STD and let them know of the devastating effects such diseases can have on the rest of their lives.

A General Overview of What We Do

We make every effort to create “A Safe Place in a World of Anxiety and Confusion.” We want all our clients and their families to know the love of Jesus and to realize that this is a place where people will listen to their concerns and genuinely care. In order to show that we care, we offer a variety of services and classes for free to both men and women.

- ✓ Pregnancy testing
- ✓ Maternity clothes
- ✓ Baby clothes, from preemie to size 5T
- ✓ Diapers and wipes
- ✓ Formula and baby food
- ✓ Bottles, bibs, sippy cups, and feeding essentials
- ✓ Blankets and quilts
- ✓ Special items, including car seats, high chairs, breast pumps, baby swings, portable cribs, baby bath tubs and the list goes on
- ✓ Classes in child birth, parenting, life-skills, breast-feeding, abortion recovery, and Bible studies
- ✓ Referrals to WIC, Medicaid, adoption services, addiction recovery, emergency housing, doctors, food pantries and financial services