

The Potter's House of Dallas, Inc.
6777 W. Kiest Blvd. ♦ Dallas, TX 75236 ♦ (214) 333-6518

SAVED-TO-SERVE

(Return application to the Volunteer Department)

I understand this information will be made available only to responsible and appropriate staff and ministry leaders.
**** Denotes additional information required for Volunteer Service in High Sensitive Areas of the Ministry.**

| PERSONAL | |
|---|---|
| Last _____ | First _____ MI _____ (Note: No Nick Name) |
| Address _____ | City _____ ST _____ Zip _____ <input type="checkbox"/> M <input type="checkbox"/> F |
| Home Ph (____) _____ - _____ | Business Ph (____) _____ - _____ E-mail: _____ |
| **Driver's License # _____ | **State _____ **SSN _____ / _____ / _____ **Date of Birth: _____ / _____ / _____ |
| **Previous Address _____ | |
| CHURCH MEMBERSHIP | |
| Are you an official member of The Potter's House with a membership application on file? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Date joined _____ / _____ / _____ | |
| If you joined The Potter's House within the last year, have you completed the Fresh Start Classes? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Date _____ | |
| Are you currently serving in any area of ministry? If so, please list: _____ _____ | |

NOTE: VOLUNTEER CODE OF ETHICS MUST BE ATTACHED TO THIS FORM IN ORDER TO PROCESS IT.

VOLUNTEER SERVICE CONDITIONS

In connection with my volunteer services to The Potter's House of Dallas, Inc. ("The Potter's House"), I understand that investigative background inquiries may be made on myself, including criminal, civil and sexual offender registries. I hereby authorize all law enforcement agencies, services and persons to release information they may have about me to The Potter's House and its agents for the above purposes. I hereby release all aforementioned parties from any and all liabilities whatsoever in connection with the release of such information, excepting the release of information that is known by such person, entity or organization to be false.

I agree to indemnify and hold harmless The Potter's House, its directors, officers, agents, and employees, from all suits, actions, losses, damages, claims, or liability, of any character, type, or description, including without limiting the generality of the foregoing, all expenses of litigation, court costs, and attorney's fees for any injury or harm to any person, or harm to any property, received or sustained by any person or persons or property, arising out of, or occasioned by, my acts in the performance of volunteer services.

I agree that I shall never in any manner divulge, disclose, communicate, or authorize any other party to divulge, disclose, or communicate, to any third party, directly or indirectly, any confidential information regarding The Potter's House, without prior written consent. Such confidential information includes, but is not limited to: financial information, policies and procedures, mailing lists, or any other matters affecting or relating to The Potter's House where said information is not specifically previously known to the individual, individuals, entity, or entities to which the information is directly or indirectly communicated.

Signature _____ Date _____

Parent or Legal Guardian _____ Date _____
(Note: Need Parent or Legal Guardian Signature, if you are under the age of 18)

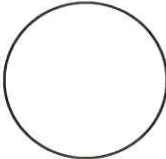

← Please Print the Parent or Legal Guardian's Name

VOLUNTEER MINISTRIES

SELECT THE ONE (1) AREA OF MINISTRY IN WHICH YOU WOULD LIKE TO SERVE.

Please be prayerful in your selection and use wisdom not to overextend yourself.

(High Sensitive Areas are in ***Bold Italics***)

| <u>Ministry Name</u> | | <u>Ministry Name</u> |
|---|---|--|
| 1 Acts II Evangelism | | 17 New Members |
| 2 <i>Bookstore/Sales Dept.</i> | <div style="background-color: yellow; padding: 5px; display: inline-block;">ONE CHOICE ONLY!!</div>  | 18 <i>PMT</i> <input type="radio"/> Greeter <input type="checkbox"/> Usher |
| 3 <i>Boys 2 M.E.N.D.</i> | | 19 Prison Ministry |
| 4 <i>Children's Ministry</i> | | 20 <i>Registration</i> |
| 5 Deaf Ministry / Sign Language | | 21 <i>Safety</i> |
| 6  Living Life | | 22 Single Life Ministry |
| 7 <i>Golden Days Respite Care / Care Givers Day Out</i> | | 23 <i>Special Events</i> |
| 8 Hospital & Rest Home Visitations | | 24 <i>Television Department</i> |
| 9 International Languages / Translation | | 25 The Gathering |
| 10 <i>Jakes Divinity School</i> | | 26 T.O.R.I. (Re-Entry) - Mentoring |
| 11 ManPower/Parking Lot | | 27 <i>TPH Best Buddies</i> |
| 12 Marriage Ministry | 28 Transportation | |
| 13 <i>Medical Ministry</i> | 29 Vol. Dept. Shepherd's Staff (Guest Services Information Desk) | |
| 14 MegaCare | 30 Vol. Dept. Shepherd's Staff (Tours - Daytime Support) | |
| 15 Military Veterans Ministry | 31 WoMan to Woman | |
| 16 <i>Music & Fine Arts</i> <input type="radio"/> TPHC/BC/Chorale <input type="checkbox"/> Mime <input type="checkbox"/> Dance <input type="radio"/> Drama/Theatre | 32 <i>Youth (FireHouse)</i> | |

NOTE:
Please write the number for the **ONE** ministry you select in the circle above. Thank you!!

Professional Certified Volunteers

Attorney Counselor Doctor Educator Elected Official Photographer

PLEASE READ AND SIGN THIS CODE OF ETHICS,
THEN COMPLETE THE SAVED-TO-SERVE FORM
AND RETURN BOTH DOCUMENTS. THANK YOU!!



VOLUNTEER CODE OF ETHICS

Persons engaged in ministry at The Potter's House of Dallas and Satellite Churches as a volunteer, are called to high standards of ethical conduct and personal integrity. Power and authority is inherent in the role of ministry. The burden of responsibility for maintaining appropriate boundaries rests upon those persons engaged in ministry. It is important that those engaged in ministry respect the individuals whom they serve.

In order to assure that those who are in ministry act in a manner consistent with Biblical teaching and ethical standards, it is expected that the volunteers will:

- Respect the dignity of each person as made in the image and likeness of God;
- Maintain appropriate professional boundaries to avoid impropriety or the appearance of impropriety;
- Conduct themselves in a manner that is consistent with the discipline, norms and teachings of the church;
- Follow the policies and procedures of The Potter's House of Dallas;
- Maintain confidentiality: From time to time, volunteers will be privy to and will receive information that is confidential in nature. Volunteers are not to discuss, transmit, divulge or reproduce information in any form. Volunteers must refrain from utilizing said information in any way, including, but not limited to, interviews or publications of any kind;
- Respect the right of all persons to a good reputation; and
- Report violations of policy or suspected violations of policy to the appropriate church and/or civil authorities.

Church volunteers are prohibited from engaging in the following conduct, including but not limited to:

- Crimes against persons;
- Immoral conduct;
- Unlawful harassment, which may take many different forms such as:

- Verbal conduct such as epithets, derogatory comments, slurs or unwanted comments and jokes;
- Visual conduct such as derogatory posters, cartoons, drawings or gestures;
- Physical conduct such as assault, blocking normal movement, restraint, touching or other physical interference with work directed at an individual;
- Threats and demands to submit to certain non-work related conduct;
- Retaliation by any of the above means for having reported harassment or discrimination.
- Sexual Harassment under the law includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of sexual nature when:
 - Submission to such conduct is made either explicitly or implicitly a term or a condition;
 - Submission to or rejection of such conduct by an individual;
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
- Engaging in sexual abuse or sexual misconduct; or
- Failure to follow The Potter's House church policies.

I agree to truthfully provide any personal information required and give permission for any background screening.

I have read and understand the guidelines as listed in the Volunteer Code of Ethics, and to abide by the guidelines laid forth for ethical behavior, violations or sexual misconduct.

Signature

Date

Printed Name (print)

Volunteer Position