







**Commitment to Maintaining Confidentiality**

(Taken from the CareNet Volunteer Training Manual, Part 2- Providing Caring Help)

 Everyone in your community needs to know that the center is a place where clients will receive professional and confidential care. Legally we are bound to keeping all client information confidential as well.

*For these reasons, it is important to remember the following:*

 Never give out any information about the client to anyone without her express permission in writing. This includes all outside referrals.

 Never discuss the client's situation with anyone without her express permission in writing. This includes all outside referrals.

 Never discuss the clients situation with anyone other than the center director. Details of client situations should not be shared with other volunteers, spouses or friends.

 Never give any identifying information when making prayer requests. Prayer requests should be kept as general as possible (e.g. "I have a client who is thinking of having an abortion. Please pray for her.") God does not need the additional information to answer prayer.

 Teens should be encouraged to involve their parents in dealing with their crises. Parents are often the best advocates for their children and should be told by their child about the situation. The volunteer, however, must never break confidentiality by telling the parent.

 Each state and province has reporting requirements for situations involving abuse or threats to a client's well-being. In many of these cases, volunteers are required by law to report these incidents to the proper authorities. In such cases, the volunteer must inform the center director of the situation. The director will take care of notifying the authorities.

 In each PRCE, staff, and volunteers share prayer requests and details about their own lives since they are part of a caring community of believers at the center. Everyone at the PRCE should practice considerate confidentiality with each other as well. This will make the ministry of the center consistent in practice with staff and volunteers as well as clients.

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(Signature of Staff, Volunteer) (Date)

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(Signature of Director) (Date)

EMPLOYEE ACKNOWLEDGEMENT AND PLEDGE

 I acknowledge that Pregnancy Resource Center East is a Christian ministry which requires that all \*employees subscribe to its Statement of Faith and Statement of Principle and which further requires that all employees uphold Christian morals and standards within their daily lives. Accordingly, I pledge as follows:

 1. I have accepted Jesus Christ as my personal Savior and Lord.

 2. I have read the Statement of Faith of Pregnancy Resource Center East, and I am in full

 agreement.

3. During the time I am employed with Pregnancy Resource Center East, I agree to regularly attend a Christian church.

 4. During the time I am employed with Pregnancy Resource Center East, I will consistently seek to **live** my life in a way that upholds Christian morals and standards.

5. Recognizing the commands of the Bible and the fact that this ministry is committed to proclaiming a message of sexual abstinence, I will, while employed at Pregnancy Resource Center East, refrain from engaging in any sexual relationships outside the bonds of Christian marriage.

 6. I believe in the sanctity of human life as taught in the Bible. Therefore, I reject abortion as an acceptable option for any woman facing an unplanned pregnancy, except to save the life of the mother in some cases (e.g. tubal pregnancy).

 I also acknowledge that I have read, understand, and agree with Pregnancy Resource Center East 's Statement of Principle and will at all times uphold it, as well as all policies and procedures established by the Board of Directors.

 I accept the responsibility to act as an advocate on behalf of the women to whom I minister; to give accurate information, emotional support, and spiritual guidance. ALL INFORMATION CONCERNING CLIENTS WILL BE KEPT IN STRICTEST CONFIDENCE, INCLUDING AFTER I LEAVE MY EMPLOYMENT WITH Pregnancy Resource Center East.

 I further acknowledge that my employment with Pregnancy Resource Center East is on an at-will basis and may be terminated at any time, with or without cause.

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 Employee signature Date

\*For purposes of this document, “employee” will refer to paid staff members, volunteers, and Board members.

**PRCE Volunteer Agreement**

Recognizing that the Pregnancy Resource Center East is an evangelical ministry, I openly acknowledge my personal faith in Jesus Christ as my Lord and Savior. I have read the Statement of Faith and am in complete agreement with all statements in it.

I believe in the sanctity of human life as taught in the Bible and therefore, reject abortion as an acceptable option for any woman facing a crisis pregnancy.

I accept my responsibility to act as an advocate on behalf of the woman under my care, to give accurate information, emotional support, and spiritual guidance. All information of PRCE clients will be kept in the strictest confidence. I will continue to keep the information confidential even after I am no longer a volunteer for the PRCE.

Understanding the vital role volunteers play in the work of the PRCE, I do commit myself to faithfully serve \_\_\_\_\_\_\_\_ (hours) per week on a regular basis. Additionally, I will attend volunteer staff meetings.

I have read, understand and agree with the PRCE Statement of Principle and will at all time uphold it, as well as all policies and procedures established by the Board of Directors and Executive Director of the PRCE.

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Volunteer signature Date

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PRCE Executive Director signature Date