



PHJC Volunteers

Make a difference with heart!

**Poor Handmaids of Jesus Christ
Volunteer Program**

Volunteer Handbook

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**Poor Handmaids of Jesus Christ
Volunteer Program
“Make a difference with heart!”**

Welcome! We, the Poor Handmaids of Jesus Christ are so pleased to have you as a PHJC volunteer, working alongside us to fulfill our mission and vision. We sincerely hope that your time with us will be meaningful and fulfilling. Please read, pray and reflect on this handbook carefully in order to make a clear decision on your time of service. After mutual discernment and acceptance into the PHJC Volunteer Program please sign the Covenant Agreement.

Thank you!

Introduction

The Poor Handmaids of Jesus Christ Volunteer Program offers an opportunity for you to serve in various ministries while living in community with the PHJC Sisters. You share the charism and spiritual tradition while serving others, especially those on the margin of society.

The Poor Handmaids of Jesus Christ have actively served and enriched the Church for over 160 years. The Sisters live the following mission.

Mission Statement of the Poor Handmaids of Jesus Christ

Called in Baptism to proclaim by our lives and our works the presence of God in the world, we Poor Handmaids of Jesus Christ accept the invitation to live a vowed life in community.

We are inspired by Mary, the Mother of Jesus, and Blessed Katherine Kasper, our foundress, to

***listen prayerfully
live simply
serve joyfully.***

Empowered by the same Spirit, we women religious commit ourselves to

***respect and value each person we serve in our diverse ministries
stand with the poor and powerless in the search for justice
use our talents and resources in response to the emerging needs
of Church and society
share ministry and nurture leadership in our efforts to bring peace to the
world.***

Resisting our fears, we dare to accept the challenges of the future. We go forward in hope and joy supported by the bond of community and the strength of prayer.

Poor Handmaids of Jesus Christ
Mission Statement of the American Province
November 1983, Reaffirmed June 1988

The PHJC Volunteer Program is a creative endeavor that invites service oriented women of faith to walk side by side with the Sisters or their partners in the work of the Spirit through service. The PHJC Volunteer Program is one of the ways we respond to the needs of our times - by listening attentively to the Spirit.

Poor Handmaids of Jesus Christ Core Values



The PHJC Volunteer Program has four core values: openness to the Spirit, community, simplicity and dignity and respect for all.

Openness to the Spirit

- We believe in attentive listening and courageous response.
- We believe in a faith-filled commitment to collaborate with others who embrace and share a common mission.
- We believe PHJC ministry demands advocacy on behalf of justice.
- We believe sharing ministry and nurturing leadership contributes to peace and love in the world.
- We believe we will work most harmoniously with others who recognize and accept the truth of our gifts and limitations.

Community

- We believe in responding to the needs of the time.
- We believe justice demands advocacy on behalf of those in need.
- We believe the mission of Jesus calls us to be faithful to the Catholic Church's social principles.

- We believe our ministry is adapted to the needs of others.
- We believe we will respond to challenges of the future, which will lead us to new ways of ministry.

Simplicity

- We believe the person who founded our community, Catherine Kasper, was profoundly humble and simple. Those engaged in Poor Handmaid of Jesus Christ ministries express these virtues in their work.
- We believe simplicity is the quality of singleness of purpose in one's life.
- We believe in the wise use and care for all resources.
- We believe humble and simple persons rejoice in their gifts and the giftedness of others.

Dignity and Respect for All

- We believe all life on the planet is sacred and deserves respect and protection.
- We believe human life is sacred throughout all stages of existence from conception to death.
- We believe each person deserves respect and affirmation regardless of race, creed, sex, age, sexual orientation, status or ability.
- We believe each person has rights and responsibilities and must be respected and treated fairly.

Poor Handmaids of Jesus Christ Volunteer Program Background

The Poor Handmaids of Jesus Christ Sisters have had a variety of volunteer programs over the years. Through the Catholic Volunteer Network and a grant through the Hilton Foundation called *From Service to Sisterhood*, the elected leadership team and the entire Poor Handmaid community have made a re-commitment to our PHJC Volunteer Program. We are prepared and excited to welcome you and offer the richness of our charism.

Our PHJC Volunteer Program provides a support system for you in your interest in being of service and developing spiritually while living in a supportive environment. You will have ample opportunity to examine your values and enhance your personal strengths. The Sisters offer you the opportunity to live in community, grow in faith and enhance your voice for peace, social justice, and integrity for all of creation while discerning a life of service as a single, married or religious woman.

We hope that you will be enriched spiritually, culturally and socially through involvement with the Sisters in ministry. You have the opportunity to be of service and contribute to critical needs in our society. You will be working with Sisters who are ministering with the poor or marginalized citizens of our society.

PHJC Volunteer Program Mission Statement

The mission of the Poor Handmaids of Jesus Christ Volunteer Program is to offer

single, Catholic women unique opportunities in a faith-based context to express their baptismal call to share God's presence in the world. Volunteers are inspired by openness to the Spirit, simplicity, community, and dignity and respect for all.

PHJC Volunteer Program Vision Statement

Volunteers share the Poor Handmaids of Jesus Christ mission, vision and core values as they live and partner alongside Sisters and co-workers in domestic and international ministries that champion the poor, the disenfranchised, and Earth. Volunteers commit to service for a time period of up to twelve months. In a spirit of mutuality and shared leadership, volunteers grow in their discernment toward service.

The PHJC Volunteer Program Overview

A service experience based on the charism of our foundress, Blessed Catherine Kasper, provides you a great privilege: “...*to serve with every thought word and deed.*”

Catherine desired only to do the will of God, to listen to the voice within, and to serve the poor and needy of her village. She believed that: “...*nothing done in God's name is small; everything done in God's name is great.*” Catherine is an excellent example and model of one whose life was rooted in God's love and in living the true meaning of the Gospel. Not only will your time in the PHJC Volunteer Program provide you an opportunity to build loving relationships in community, in the service you provide, and with your God, but the time you spend intentionally modeling the peace-making, simplicity, love, and service of Catherine will impact the rest of your life.

The PHJC Volunteer Symbol

As a spiritual symbol water is identified with baptism, linked to Christ in parables of service and joy. Water inspires us to reflection and meditation, becoming part of our living prayer. As our community symbol, a rippling pool of water captures the broad impact created by a small force. And so it is within our ministry. Each action makes a difference. Its energies flow outward to become part of something bigger before returning to us. We move with the flow of life to do our work from our Christ-centered belief in the impact of love on the world. As a PHJC volunteer, she has the privilege of serving God's people with open hands and hearts set on sharing God's love with all she meets.

Poor Handmaids of Jesus Christ Volunteer Program

Structure

- The Poor Handmaids of Jesus Christ operate the PHJC Volunteer Program for service in local, regional, national and international ministries of the PHJC's and

other affiliated work placement sites. The core values of the program are Openness to the Spirit, Community, Simplicity and Dignity and Respect for All.

Co-Directors

- The direction of the program consists of program co-directors supervised by an elected leadership team member and an advisory committee.

Ministry Site

- PHJC Volunteer Program ministry site (where the volunteers will minister during their service terms) can be PHJC sponsored ministries, institutions of direct services, and/or affiliated/collaborating agencies/parishes/institutions where Sisters work or are involved in service.

Host Community

- PHJC volunteer host community (where you will live during your service term) is a home where one or more Sisters live or, if appropriate, the PHJC Motherhouse or related properties/ministries. A ministry site, if it has appropriate living quarters, will also be considered.

Documentation

- The PHJC volunteer host community and ministry site will have your full profile which includes location, ministry specifics (what, where, a short history, and description), contact person/s, and availability of either service or living space. Both the host community and ministry site will be provided a handbook.

Volunteer Information

- Your personal information will be kept in a secure paper file in a locked file cabinet with only specific persons having access, including but not limited to co-directors, elected leadership team members and elected leadership team designees.

Orientation

- Orientation is provided once you have been given your Letter of Acceptance. Orientation can include, but is not limited to:
 - copies of *Word Gathering*, *Associating*, *Ripples* (as appropriate)
 - community international newsletters (including *The Heilborn*)
 - PHJC community prayers
 - suggested reading lists on Catherine Kasper and PHJC spirituality
 - updates on what's happening in the PHJC community
 - having a Sister contact from her host community.
 - Catholic Social Teachings

- Orientation is primarily the responsibility of the PHJC co-directors, with assistance from the host community.

Time Limits

- As of August 2015, volunteer service terms will be a minimum of 3 months and a maximum of 12 months. Exceptions will be negotiated with the co-directors, host community members and the ministry site supervisor. There will be possibilities of an extension of terms with the agreement of the PHJC co-directors, elected leadership team member, and the host community and ministry site supervisor.

Screening Volunteers

We have a strong commitment to safeguarding the people we serve and safeguarding the reputation of our Poor Handmaids of Jesus Christ congregation. When we accept and place you as a PHJC volunteer, you become a representative of the Poor Handmaids of Jesus Christ Sisters – in some instances, even the “face” of the congregation. As a PHJC Volunteer, you may serve as the only “member” of our community at a ministry site, especially a sponsored or affiliated/collaborative ministry site. So it is essential that we screen and interview, using best practices.

***** EVERY POTENTIAL PHJC VOLUNTEER OF THREE MONTHS OF MORE MUST GO THROUGH THE ENTIRE SCREENING PROCESS: APPLICATION, REFERENCES, MEDICAL FORMS, RESUME, TRANSCRIPTS, LICENSING AND CERTIFICATION CHECKS, BACKGROUND CHECK, FINGERPRINTING, DRUG SCREENING, INTERVIEW, AND ORIENTATION – NO EXCEPTIONS. REMEMBER – THE MOST IMPORTANT PEOPLE IN OUR PHJC VOLUNTEER PROGRAM ARE THE PEOPLE WE ARE SERVING! *****

Application Process

- The applicant submits the full application along with the following documents:
 - Current Photograph
 - Mini-Autobiography
 - Reference Form for Past Supervisor or Employer
 - Reference Form for Spiritual Guide, Companion or Director
 - Reference Form for Individual who knows you very well
 - Physical Examination Report
 - TB Testing Report
 - Immunization Form
 - Resume
 - Undergraduate/Graduate Transcripts

- Copies of Degrees/Licenses/Certifications Earned
 - Copy of Current Driver's License or State Identification
 - Copy of Current Car Insurance (if applicable)
 - Copy of Current Health Insurance
 - Criminal History-Background Check
 - Fingerprinting
 - Drug Screening
- All references are contacted.
 - A background check, fingerprinting and drug testing are completed on the applicant.
 - Prior to the interview the co-director(s) will review the application form with the volunteer, making sure everything on the form is filled in clearly and completely.
 - An interview is scheduled between the applicant and the PHJC Volunteer Program co-directors. If a face-to-face interview is not possible, a telephone or Skype interview may be arranged. This is a non-negotiable step. A PHJC Sister will sit in on the interview – either a Sister(s) from the host community or from the advisory committee. The applicant will be informed that the interview will take approximately 60 minutes.
 - The applicant is informed that any misleading or untruthful information or withholding of information would constitute as an automatic disqualifier.
 - Upon successful completion of all the above steps, the application packet is submitted by the co-director(s) to the PHJC leadership team member for approval to proceed.

Note: The completion of an application by the volunteer does not guarantee acceptance into the program.

- Upon approval to proceed, the applicant works with PHJC co-director(s) to determine ministry site placement. The co-director(s) will put the applicant in touch with desired ministry site (via phone, email, in-person visits, etc.) and, with the support of the co-director(s), the applicant and the ministry site director will decide if placement will be mutually beneficial.
- Prior to final acceptance, the applicant will read the Volunteer Handbook and sign her specific Covenant Agreement. This states your term of ministry and specifics of ministry site and host community.
- After all documentation has been received, including the Covenant Agreement, you will be issued a Letter of Acceptance signed by the PHJC co-directors and

the elected leadership team member as well as a written position description for her ministry site.

Evaluations

Evaluations are an important part of our program. They are used as reflective tools to see growth in goals and values and to suggest ways to continue to grow and improve-- for both the program and for the individual volunteer. Your personal goals are used to assess personal growth.

Goal Setting

- PHJC co-director(s) work with you to develop clear, concise and measurable goals for her time of service and intentional life in community.
 - You will be asked to do a self-assessment monthly (or more if needed) as well as at the end of your service time. These assessments are shared with your co-director(s).
- The co-director(s) will assist you in helping to shape and assess these goals and to revise them as your goals are reached or new needs emerge.

Monthly Check-ins with Volunteers

- PHJC co-director(s) will check in with you once a month, or more if needed.
- These check-ins include a review of goals, discussion of work responsibilities, and any needs you may wish to discuss.
- The focus is on personal development and based around the program's mission and core values as well as those of the ministry site.

Mid-Service Reflection

- Mid-Service are completed and shared with your co-director(s). Your co-director(s) will work with you on this. You may also decide to work with your contact Sister on this reflection, if you so choose.
- You will be asked to reflect on the following questions in preparation for this process:
 - What is my experience revealing to me about myself, others, God?
 - What is my membership in a faith-based community revealing to me about myself, others, God?
 - What values of my society/culture am I questioning as a result of my experience of service and community life?
 - What in my experience currently is challenging me to grow in my faith?
 - What am I presently struggling with or challenged by?

End of Service Reflection

- You will also have one day, towards the end of the service term coordinated by the co-director(s) to reflect on and evaluate your experience. You can do this with the PHJC Volunteer Program co-director(s), your contact Sister, one or more members of their living group, or alone. It can take place at the host site, at a retreat center, or simply outside. Just as you are an individual with your own style and preference of prayer and reflection, so the period of evaluation reflects a personal style.
- The following basic guidelines will be followed (or adjusted as needed):
 - An entire day should be set aside.
 - Each of the four PHJC Volunteer Program core values (Openness to the Spirit, Community, Simplicity and Dignity and Respect for All) are the focus.
 - You should reflect on how these have affected your life. How have they helped to transform you? How have you contributed to each? What have you learned and what will you take with you from your experiences?
- In addition to this personal reflection, you will be asked to complete written evaluations of your ministry site and PHJC Volunteer Program experience in general.

(Please see evaluation forms in the Forms section of this handbook.)

Spirituality

You will be given the resources and time to reflect on your work and your community, as well as what is going on within. The PHJC Volunteer Program provides retreats, workshops, and other opportunities, such as spiritual direction, for you to consider and share insights drawn from your work and community living.

You will be expected to share in the spirituality of the PHJC's by going to Mass (daily and/or weekly), praying communally, etc., and also by keeping an open mind and an open heart to let God flow through you. It is the deepest hope of the PHJC Volunteer Program that this will allow your experience to be transformative.

Keep it simple:

- Prayer experiences can explore application of the Gospel as it pertains to the alleviation of human suffering, the development of people, and the fostering of charity and justice in the world.
- You can offer to coordinate or lead prayer time, but this should be at your comfort level. You may choose to grow into this gradually.
- Reading a book together, watching a movie, listening to your favorite inspirational song, current news, or a favorite TV show can all be used for meaningful prayer or faith sharing experiences.

Spiritual Direction

You will be encouraged and will have the opportunity to be paired with a spiritual director with whom you will meet on a regular basis for the duration of the program. You are expected to take advantage of this opportunity on a regular basis. Spiritual Direction, sometimes referred to as spiritual guidance or spiritual companionship, is an ongoing relationship in which you share your prayer and life experiences with another person (the director) in order to become more attuned to God's presence. The primary focus of the sessions is your relationship with God as it is reflected and challenged by all aspects of your life. This is paid for by the PHJC Volunteer Program as a benefit to being a volunteer.

What makes a successful PHJC Volunteer?

Adaptability: Having the ability to adjust to the many new and different situations you encounter as a PHJC volunteer allows you to be responsive to those you live with and the people you serve. You will have to adapt to a much less private lifestyle than you are most likely used to; living in community can feel, at first, like living in a fish bowl.

Patience: This is not an experience for people seeking quick fixes or instant gratification. Instead, you will need to work creatively to develop relationships with community members, and to build trust as you reach out to those you serve. This all takes time.

Skill: Being selected as a PHJC volunteer means you have skills and qualities that are needed in PHJC and related ministries. Continuing to hone your skills over the length of your service will enable you to make meaningful contributions.

Self-reliance: Although you may feel that you are never alone as a PHJC volunteer, you may also feel very "on your own". You are likely to be the only PHJC volunteer at your service site, or living at your Sister host site. You can expect to be well and warmly received by your host community, but initially it will all be new. A strong sense of self-reliance will help you negotiate the newness of everything.

Positive attitude: The structure of your service assignment and the work itself will probably be less defined than what you may expect. There may be times when the work flow feels chaotic or times when it is slow; there may even be some times when you're unsure exactly what to do. If you just stay positive, take a look around, see what might need to be done, and ask questions – things usually become evident.

Flexibility: As a PHJC volunteer, the environment – ministry site and host site – may be very different than anything you've experienced so far. Letting go of expectations and being flexible will assist you in handling whatever comes your way. Your housing and board are provided, but may be much more simple and basic than you are used to. You may also have to adjust to how you dress, what technology devices you decide to bring, and the structure of your days.

Resourcefulness: As people adjust to new environments and cultures, they go through certain predictable emotional states: loneliness and isolation, insecurity and uncertainty, homesickness, and doubts about their commitment to serve. By being resourceful, working with what you have, and keeping an open mind, you will be able to overcome these challenges and thrive.

Responsibility: As a PHJC volunteer, you are a vital part of a larger community. Not only are you responsible for quality service, but you will be required to adhere to a structure designed to keep you safe and healthy. You may not go out without your host community being notified of where you will be and when you will be home. You must make sure that your personal plans coordinate with your host community, your ministry site or that of the PHJC co-director(s). This is so that quality communication can take place to make your experience beneficial and life-giving.

Sense of Humor: Having the ability to laugh at yourself and at life's little surprises goes a long way. Your service will be a continual learning process. Keeping a light view will help you learn from your mistakes without judging yourself harshly. Besides, laughter is universal!

Volunteer Rights and Responsibilities

- **Right:** to be accepted and treated not as a guest but as a member of your host site community; to be involved in the existing community's life.
- **Responsibility:** to respect the existing community and treat your host site as your own home; to involve yourself and participate in the existing community's life (to include Mass, prayer, and social events).

- **Right:** to share faith, ministry and daily life experiences with the local community
- **Responsibility:** to respect differences; to be honest and open in communication; to ask questions and offer thoughts, ideas and solutions to everyday matters.

- **Right:** to work with the PHJC Volunteer Program co-director(s) to find the service site best suited for your gifts, talents, and interests
- **Responsibility:** to keep an open mind regarding service sites, to be open to serving at a site that might not be your first choice but might have the most need

- **Right:** to be provided adequate orientation, training and supervision for the service role you accept.
- **Responsibility:** to follow guidelines, policies and practices as established by the service organization.

- **Right:** to be provided with a clearly written job description, with clearly defined expectations, responsibilities, and work hours.
- **Responsibility:** to comply with your given job description, expectations, responsibilities, and work hours to the best of your ability and to contact the Poor Handmaids of Jesus Christ (PHJC) Volunteer Program co-directors if you are

unable to do so; to maintain an open mind, an open heart, and a high level of flexibility for those times when expectations are not met.

- **Right:** to be trusted with confidential information that will help you carry out your assignment.
- **Responsibility:** to respect the confidence of the public and the organization.

- **Right:** to have an ongoing evaluation with the PHJC Volunteer Program co-director(s) /staff regarding the program, your ministry site, and your involvement in the life of the community
- **Responsibility:** to maintain ongoing open communication with the PHJC Volunteer Program co-directors/staff regarding the program, your ministry site, and your involvement in the life of the community

- **Right:** to have full room and board provided to you for your entire service term
- **Responsibility:** to commit to serving for the entire term agreed upon by you and the PHJC Volunteer Program co-directors, and as expressed in your signed Covenant Agreement

- **Right:** to have a monthly stipend (\$150) provided to help cover living and personal expenses during the volunteer experience.
- **Responsibility:** to live a simple lifestyle based on the PHJC Core Values

- **Right:** to have access to transportation to and between your host site and your ministry site, and to related PHJC Volunteer Program functions
- **Responsibility:** to provide your own transportation to and from your service/host site city at the beginning and end of your service term, and to cover the cost of any personal transportation during your service term

- **Right:** to receive clear expectations and policies and procedures for behavior and conduct both at your host site and at your ministry site, outlined in the PHJC Volunteer Handbook and reviewed at orientation
- **Responsibility:** to live in accordance with the policies and procedures included in the PHJC Volunteer Handbook, as well as those related to your specific service and host sites, and to agree that your conduct will always reflect an understanding of and sensitivity to the context of the local culture, the goals and guidelines of your ministry site, and the mission and core values of the PHJC Volunteer Program.

- **Right:** to feel safe and secure in your host and ministry sites
- **Responsibility:** to acknowledge and agree that the PHJC Volunteer Program and the PHJC's do not provide insurance of any kind for personal property, and that you will not hold the PHJC Volunteer Program or the PHJC's responsible in any way for the loss or damage of personal property

Benefits of Being a PHJC Volunteer

It is the sincere hope of the Poor Handmaids of Jesus Christ that you will benefit in many ways from participating in the PHJC Volunteer Program.

The primary benefits to PHJC Volunteers are:

- **Personal growth;** opportunities for learning, not just new tasks and skills, but learning about yourself, your relationship with God and others, and how you live this out.
- **Service to others:** giving creative expression to your gifts and sharing your life and your gifts in a way that contributes to the well-being of others.
- **A wider worldview:** a better understanding of global issues that affect many people who struggle to survive and thrive in today's world.
- **A PHJC based social network:** personal relationships with Sisters, Associates, Fiat Spiritus members, co-workers and other PHJC volunteers who will be friends along the way!
- **Basic provisions:** In addition, you will be provided with room and board as well as local transportation or mileage reimbursement to and from your ministry site.
- **Stipend:** To assist you with living and personal expenses, you will receive a stipend of \$150 per month.

Community

“One of the sayings in our country is Ubuntu – the essence of being human. Ubuntu speaks particularly about the fact that you can't exist as a human being in isolation. It speaks about our interconnectedness. You can't be human all by yourself, and when you have this quality – Ubuntu – you are known for your generosity. We think of ourselves far too frequently as just individuals, separated from one another, whereas you are connected and what you do affects the whole World. When you do well, it spreads out; it is for the whole of humanity.”

~Desmond Tutu

Being a PHJC volunteer allows you to walk and work in solidarity with Poor Handmaid of Jesus Christ Sisters whose lives exemplify the PHJC Core Values: Openness to the Spirit, Community, Simplicity and Dignity and Respect for All. You are strongly encouraged to seize this unique opportunity to be enriched by the learned and lived wisdom of our Sisters. Know that we also realize it is a mutual relationship and that we will learn as much from you!

There are many different models that volunteer programs can follow in order to create healthy community. For our PHJC Volunteer Program, we feel that the richest experience for both you and the host community will be that everyone takes part in all

community meetings, prayers/devotions, as well as meals, use of common spaces, and household responsibilities.

Role of the Individual

The roles of each individual in the local community include:

- Intentionality: Each member, with her whole person, commits to make positive contributions to local community life living with intentionality shaped by her bringing unique gifts to service in community. Intentional communities are shaped by the shared mission, core values, charism, and conscious decision making. This shared belief system breathes new life into the local community.
- Voice: Each person recognizes that she is called to share her unique perspective and insights for the common good.
- Personal and shared decision-making: As individuals and as a local community we pray and share our ideas that lead us to seek and do the will of God. Key local decisions are made with discernment, and individuals bring major personal decisions to the unit for prayer common discernment.
- Ministry: Each person respects and values the individual contributions made by herself and others in ministry.
- Balance: All seek to balance commitments to ministry, personal wellbeing and responsibility for community living.
- Continuing Education and Formation: Each person acknowledges a daily call to stay informed and to be open to new ideas that contribute to personal, intellectual, emotional and spiritual growth.

Other related aspects of our communal life together include:

- Collegiality – expressed in the voluntary showing of authority and responsibility in mutual listening, confidence and trust, evoking the gifts of all the members.
- Shared Responsibility – fosters mutual respect and trust, encourages dialogue and provides the basis for shared decision-making.
- Subsidiarity – requires that each person, each local community has the level of autonomy which allows her/them to assume proper responsibilities while assuring the balance and good functioning of the whole.

Intentional Community

One of the most counter-cultural experiences today is living in intentional community. This is not a new concept. The earliest Christians lived in small communities: “All who

believed were together and had all things in common” (Acts 2:44). Communal life allows for mutual support and encouragement for the difficult ministry we are called to do as volunteers. This radical way of living may be a little foreign due to our culture’s over-emphasis on private property and individualism.

Intentional community provides you with the support necessary to engage in the difficult work for justice. The first few weeks of living in community require a significant commitment. It takes time—formal and informal—to get to know each other and the house routines, set up her schedule, and learn about the neighborhood in which she will live. You will be expected to make a sincere effort to become a part of her host community.

Here are some helpful guidelines to create and foster a strong, faithful community:

- Make every effort to eat and pray together several times a week
- Share your daily life experiences: how was work today, what was life-giving, what was draining, where was God, etc.
- Celebrate! All should join in preparing for celebrations (shopping for food, preparing, cleaning, etc.).
- Be honest, open, gracious, and respectful in communicating. Living with others is not always easy. There are levels of tolerance needed for all sorts of things: messiness, how much alone time is needed by each member of the community, comfort levels in sharing personal details, food preferences, etc. ***Make the time and effort to communicate well.***

Simplicity is a PHJC Value

You will be able to explore living in a more intentional way--the way of simplicity. Simple living values people over things, and relationships over acquisition. Living simply in our Poor Handmaid tradition brings us closer to the awareness of God and creation, our humanity, and our lifestyle effect on others.

Ten Reasons for Choosing to Live a Simple Lifestyle

1. As an act of faith and an expression of personal commitment to more equitable distribution of the world’s resources.
2. As an act of self-defense against the polluting effects of over-consumption on mind and body.
3. As an act of withdrawal from the mindset of our materialistic society.

4. As an act of solidarity with the majority of humankind, who have no choice about their lifestyles.
5. As an act of sharing with others who have given so much to us or to return what was usurped by us through unjust social and economic structures.
6. As an act of celebration of the riches found in creation and shared in community.
7. As an act of provocation. When we simplify our lifestyle, we arouse curiosity, which leads to dialogue with others about affluence, alienation, poverty, and social justice.
8. As an act of anticipation of the times to come when natural resources are depleted.
9. As an act of advocacy for changes to patterns of production and consumption (i.e. fair trade, buying direct from the producers, etc.).
10. As an exercise of purchasing power to redirect production away from artificially created wants toward the supplying of goods and services that meet genuine social needs.

(Adapted from a list compiled by Jorgen Lissner, a UN Development Program worker in Addis Ababa, Ethiopia.)

Simplicity at Home (Your Host Site):

You will have your own bedroom, and simple furnishings are provided: bed, small table, dresser and closet. Bathroom, kitchen, and common areas are shared with the host Sisters. In living with the Sisters in their homes, you will agree to the following:

- Keep your personal space clean and tidy at all times.
- Respect any “house rules” (curfew, use of appliances, washer and dryer, use of TV/video equipment, etc.) by which your host site Sisters live.
- Be frugal and responsible. Please do not waste food, electricity, water, etc. Be careful with anything you use (appliances, furniture, linens, etc.) so that the host site Sisters will not need to replace things after your stay.
- Notify your host Sister anytime you will be late coming home, when you will be home if you are out, and generally be respectful of your host site Sisters’ need to know where you are.
- No pets are allowed.

Housing and Security Precautions

- Keys to a host site house will be issued. You are expected to respect the privacy, security, and confidentiality of the host site Sisters by not making any copies of this key or lending this key to any other person.
- You may be issued keys and/or security cards for entrance into the ministry site outside of regular work hours. These keys and cards allow workers privileged access to work space and should not be misused.
- If keys of any type are lost or stolen, you should report this immediately to your work supervisor, host site contact Sister, or the PHJC Volunteer Program co-director(s).
- The use of any PHJC property for non-PHJC or PHJC Volunteer Program purposes should be discussed and approved ahead of time with the host site contact Sister or the PHJC Volunteer Program co-director(s).
- When moving out, you must take all belongings you came with. If any items are left behind, the PHJC Volunteer Program co-director(s) will send them to you once you pay for the postage/shipping for up to 4 weeks after your departure. After 4 weeks, any left behind items will be donated to the poor.
- If you have business on the property of The Center at Donaldson, you will be issued a proximity card for access to these properties as needed. A replacement fee is assessed if the proximity card is lost or stolen.
- Upon completion of the program, you are expected to return all keys and proximity card to the host site contact Sister, or the PHJC Volunteer Program co-director(s), and the service site, if applicable.

Visitors

- Occasional visitors will be allowed. Make sure you communicate openly with your host Sisters regarding possible visits. It will be up to them if any visitor can stay overnight at the house.
- Those in a significant romantic relationship will not be allowed to have their partner stay overnight.

Service at Your Ministry Site

Service for mission is God working through us. It is a commitment to transform the world into the world that God wants for each of us. Sometimes, it is about *being* rather than *doing*.

As a PHJC volunteer, you represent the Poor Handmaids of Jesus Christ at your ministry site. Your conduct and lifestyle are expected to promote the welfare of the PHJC Volunteer Program and PHJC communities, as well as to uphold the mission and core values of your ministry site, the PHJC Volunteer Program, and PHJC's.

You will receive specifics of the rules and regulations at your ministry site orientation, and you will have to agree to comply with them in order to minister there. The volunteer is expected to show up for work on time, perform the tasks and responsibilities as detailed in the job description, and contribute positively to the overall work environment. Like any other person serving this agency, you should participate in “extracurricular” activities that, though maybe not defined in the job description, are complementary to it.

You are expected to dress in accordance with the ministry site’s dress code. What is appropriate for one ministry site may not be appropriate at another. If there is a question as to whether or not an item of clothing or jewelry is appropriate, the ministry site supervisor should be asked ahead of time.

For a ministry site where there are no specific dress codes, a PHJC volunteer is expected to abide by an overall “business casual” dress code which includes:

- Appropriate shoes → Shoes should have closed toes and full soles. Avoid shoes that make excessive noise. Flip-flops or other informal sandals are not appropriate.
- Appropriate shirts. → No low necklines or bare midriffs.
- Appropriate pants. → Please consult supervisors before wearing short pants or skirts. Please take care not to wear low-riding pants.

A ministry site may request the following of a PHJC volunteer *if it is the policy for all employees of the service site*:

- Removal of piercings
- Covering up of tattoos
- Business attire
- Any regulations that apply to health and safety standards

Presence in Service

“If you have come to help me, you are wasting your time. But if you have come because you believe that your liberation is bound with mine, then let us work together.”

-Lilla Watson, Aboriginal Activist

- Adopt a spirit of humility and of learning. Recognize that we serve not only to help the poor but to allow ourselves to be enriched and blessed by people whose lives are different from ours.
- We do not serve to be so busy with work or our personal agendas that we miss the people we go to be with.
- We do not serve with to-do lists in hand; we serve to demonstrate and receive the love of Christ with those we meet.

- We do not serve to solve anyone's problems. We serve to be with them, bringing the hope of our faith.
- Our presence says, "I care about you, and I will remember you."
- Being present to another is the most important thing we have to offer. God calls us to share our unique personalities, abilities, perspectives, and faith.

General Service Ministry Policies

- The PHJC Volunteer Program will work with the ministry site to establish a clearly written job description for you and, based on that information, will assign you to perform the obligations called for in that job description.
- With the assistance of the PHJC Volunteer Program co-director(s), the ministry site will establish communication with and interview you. The ministry site will perform any additional screening in accordance with their own requirements.
- You will be given an orientation to the ministry site by its staff, a copy of the job description, and direct supervision by a ministry site supervisor. Whatever expectations there are of other volunteers and/or employees regarding participation (i.e., trainings, TB tests, etc.) will be expected of you as a PHJC volunteer as well.
- You are first a participant in the Poor Handmaids of Jesus Christ community and are expected to participate in various events throughout your service term. The ministry site therefore agrees to give you time off for PHJC community events and established holidays of the PHJC.
- The PHJC Volunteer Program co-director(s) will regularly visit each ministry site to ensure a good working relationship between you and all at the ministry site. PHJC Volunteer Program co-director(s) will facilitate your written evaluations by the ministry site supervisor based on your pre-established goals at the middle and end points of each service period.
- The ministry site will provide worker compensation coverage for you and provide a certificate of liability insurance to this effect to the PHJC Volunteer Program before you starts working at the ministry site.

Transportation

You are most welcome to bring your own vehicle to be used for personal use and transportation to and from the ministry site during your volunteer experience. You will be required to take the 3-D Defensive Driver Safety Course as all PHJC's are required to do. A Personal Vehicle Use Agreement form will be reviewed with the PHJC Volunteer Program Co-Coordinator(s) and signed prior to your arrival at the host community site.

You be responsible for maintaining up-to-date insurance, registration and license plates as well as additional expenses for car payments, gas, maintenance and repairs on your vehicle during the volunteer experience. Mileage for ministry only will be reimbursed to you through the PHJC Volunteer Program on a monthly basis.

Note that you are not, however, permitted to use your personal vehicle for ministry purposes. The ministry site will provide a vehicle for ministry site purposes such as transporting clients, running errands, picking up donations, etc.

To live in solidarity with the host community, initial conversations regarding use of your personal car will be discussed with the host community upon the beginning of the experience so that expectations are clear. Ongoing conversations will take place as needed to insure proper use of the vehicle and that open communication occurs when necessary. This is to ensure essential quality time with the Sisters in the host community.

If you do not own your own personal vehicle, conversations between then host community and the PHJC Volunteer Program co-director(s) will take place. The host community may be able to negotiate use of a convent car or provide transportation to and from the ministry site. Public transportation may also be an option. If not, the PHJC co-director(s) will work with PHJC elected leadership to provide a fleet car. This will be worked out prior to your arrival to the host community.

Should you use a PHJC fleet car, the same policies and procedures apply to you as they do for PHJC Sisters. A record of your driver's license if kept on file in the Treasurer's Office and must be updated for insurance purposes. Cost of a driver's license renewal, etc. is your responsibility.

Ordinary maintenance and additional municipality fees (special parking, emissions testing, etc. will be paid for through the PHJC Volunteer Program. However, it is your responsibility to maintain the car and obtain additional permits, etc. as well as to turn in monthly receipts to the co-director(s) for reimbursement.

Traffic violations or any other fines imposed are your responsibility. Excessive violations may be grounds for the loss of the privilege to use a PHJC fleet car.

If you are driving a PHJC fleet car, you will be covered on the same PHJC car insurance policy through Christian Brothers. If you are involved in a traffic accident with a PHJC fleet vehicle, you are to report the incident immediately to the police, co-director(s),

Treasurer and Director of Transportation. If these persons are unavailable, direct calls to the elected leadership councilor should be made. Other damages to the vehicle outside of an accident (i.e., backing into a pole, etc.) should also be reported to the Treasurer and Director of Transportation.

Transportation covered by the program **does not** include:

- Any travel necessary to get to the volunteer's service site at the beginning or end of the PHJC Volunteer Program service term
- Individual vacations or travels with family or friends
- Personal transportation and travel within the service term.

Policies and Guidelines

DISCIPLINARY POLICIES AND GUIDELINES

Policy:

Although the PHJC Volunteer Program recognizes the potential need for corrective measures, the PHJC elected leadership team retains discretion to take disciplinary action appropriate to the particular circumstances. Violations of rules or policies may result in disciplinary measures that may, depending on circumstances and at the discretion of the PHJC Volunteer Program, include counseling, verbal or written warnings, suspension, or immediate termination. These disciplinary measures constitute an exclusive list of actions and may be taken in any order. They are intended merely as a guide to the volunteer. The PHJC Volunteer Program reserves the right to vary from any corrective action procedures and to terminate a worker's agreement at any time and for any reason that violates rules or policies.

Guidelines:

For the benefit of PHJC volunteers, and to protect the efficiency and productivity of the program, certain rules must be observed. Engaging in any of the following examples of unacceptable conduct may result in any of the disciplinary actions discussed above. These examples are intended as a guide and are not all-inclusive.

- Discourteous treatment of others
- Maltreatment of vulnerable adults
- Theft or dishonesty
- Sexual or other harassment
- Failure to consistently meet work placement hours
- Violation of the confidentiality agreement

- Failure to attend PHJC Volunteer Program events or complete other PHJC Volunteer program requirements in good faith
- Putting forth less than a reasonable effort at getting along with PHJC Sisters, employers, co-workers and/or clients
- Putting forth less than a reasonable effort to live by the program's core values of Openness to the Spirit, Community, Simplicity and Dignity and Respect for All
- Putting forth less than a reasonable effort to incorporate a mindfulness of the value of simplicity
- Failure to be a good representative of the PHJC Volunteer Program and the Poor Handmaids of Jesus Christ while at your service site, in public, or on personal business.

DRUG, ALCOHOL and TOBACCO ABUSE POLICY AND GUIDELINES

Policy:

Drug and Alcohol Related Offenses on any Poor Handmaids of Jesus Christ Property, Including Service or Ministry Sites Owned/Operated by or Affiliated with the PHJC's: Pursuant to the Drug-Free Workplace Act of 1988, workers are prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances at a host or ministry site, including PHJC affiliated sites (illicit drugs and alcohol) of any kind and of any amount). These prohibitions cover the volunteer's actions which are part of any PHJC Community or Volunteer Program activities, including those occurring while on PHJC properties or affiliated properties, or in the conduct of PHJC Volunteer Program business away from these properties.

As further required under the Drug-Free Workplace Act, a volunteer, as a condition of involvement with Catholic Volunteer Network, must immediately notify the PHJC Volunteer Program co-director(s) if she is convicted of any criminal drug statute violation.

Alcoholic Substances on PHJC Property: Excessive use of alcohol on PHJC property is prohibited. Unless there is a special celebration at your host site which may include alcohol – please refrain from alcohol use during your service term. Unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, and excessive use of alcohol, that may adversely affect a service assignment, or that may reflect unfavorably upon public or governmental confidence in the manner on which PHJC Volunteer Program carries out its activities, is prohibited.

Smoke and Tobacco Free Properties: Because we recognize the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco, it shall be the policy of PHJC Volunteer Program to provide a tobacco-free environment for all PHJC properties and affiliated properties. This policy covers the smoking of any tobacco product and the use of oral

tobacco products or “spit” tobacco, and it applies to employees, volunteers and non-employee visitors and guests.

Guidelines:

For the health and well-being of all persons, care must be taken to insure that drugs, alcohol and tobacco are not used/abused on PHJC properties or affiliated properties. Therefore, the aforementioned rules must be observed. Engaging in any of these offenses is an example of unacceptable conduct and may result in any of the disciplinary actions discussed above, including termination from the PHJC Volunteer Program.

CONFIDENTIALITY POLICIES AND GUIDELINES

Policy:

PHJC volunteers must handle all information (printed or electronic, including all social media) regarding their host community or ministry site, its employees, guests, and others in a confidential manner. Anything that is a danger to a PHJC Volunteer Program or the Poor Handmaids of Jesus Christ Community should be reported immediately to the PHJC Volunteer Program co-director(s). Confidential information must never be released, removed from place of assignment or place of residence, copied, or in others ways used for any purpose outside the scope of employment or program functions without the express written consent of the PHJC Volunteer co-director(s). Failure to follow this policy may be the grounds for immediate program dismissal. Also note that service sites may have specific requirements to which the worker must adhere.

Guidelines:

Confidential information includes, but is not limited to, the following types of information and other information of a similar nature:

At the ministry site confidential information includes: printed or electronic operations manuals, organizational practices, marketing plans, techniques and materials, development plans, financial information, information concerning transactions with members, member lists, personnel and payroll records, records regarding vendors and suppliers.

At the host houses volunteers are expected not to discuss the following confidential information: printed, electronic or verbal personal information shared in confidence between volunteers - unless it is a danger to the volunteer or PHJC Community - personal information overheard in the process of usual house events, personal or electronic documents and letters, specific medical information, etc. The PHJC volunteer

should respect confidentiality of all Sisters, ministry site personnel, clients, and other volunteers in private as well as in public and on social media.

ETHICAL AND PROFESSIONAL STANDARDS: POLICIES AND GUIDELINES

Policy:

PHJC volunteers must also observe high ethical and professional standards concerning client boundaries. Prohibited activities include but are not limited to:

- Lending or borrowing money, vehicles, or other items to or from service site clients/persons served
- Accepting gifts of any kind or personal favors from service site clients/persons served
- Buying or selling merchandise to or from service site clients/persons served
- Co-signing for service site client/persons served loans
- Becoming emotionally or socially involved with service site clients/persons served
- Divulging service site client/persons served information with anyone, or within hearing range of anyone, who does not have a professional need to know the information
- Engaging in situations or relationships in which there is any appearance of conflict of interest with PHJC Volunteer Program
- Personally representing any person connected with the PHJC Volunteer Program or the Poor Handmaids of Jesus Christ in any way or being named as a beneficiary by any such person
- Any other behavior that is detrimental to the professionalism of the PHJC's or the PHJC Volunteer Program.

Guidelines:

If a PHJC volunteer becomes aware of a situation involving others that requires intervention, they are expected to report this to the appropriate authority as defined in the grievance procedure.

NON-DISCRIMINATION AND HARASSMENT: POLICIES AND GUIDELINES

Policy:

The PHJC Volunteer Program does not discriminate in program admission based on race, color, sexual orientation, military discharge, national origin, disability or any other characteristic unrelated to the ability to perform the essential functions or basic tenants of the PHJC Volunteer Program. The PHJC Volunteer Program is founded and rooted in the charism of the Poor Handmaids of Jesus Christ. The program has a distinct progressive Catholic heritage, which all applicants will understand is the spiritual

foundation of the program. Yet individuals of all faith perspectives are welcome to apply.

Guidelines:

The PHJC Volunteer Program makes every effort to ensure that its placement agencies have similar non-discrimination policies. Any volunteer with questions or concerns about any type of discrimination at their service site is encouraged to bring these issues to the attention of their immediate supervisor, superior, and/or director. If the ministry site is found to be engaging in such activities, removal of current member(s) (and denial of future PHJC volunteers at that agency) can result.

Discrimination by PHJC volunteers will also not be tolerated. Anyone found to be engaging in any type of unlawful or harassing discrimination will be subject to disciplinary action, up to and including dismissal from the program.

SEXUAL MISCONDUCT: POLICIES AND GUIDELINES

Policy:

Mindful of the dignity of all persons, we relate to all people with reverence, honor and respect for personal, emotional, social, psychological and sexual boundaries.

The Poor Handmaids of Jesus Christ believe that all members of the religious community and the Spiritual Family of Catherine, including Sisters, Associates, Fiat Spiritus Community members, PHJC volunteers, co-workers, and all those whom the Sisters serve in ministry are entitled to an environment which enables them to develop and contribute to their full capacity. In the spirit of the Gospel value of respect for all individuals, the members of the community strive to conduct themselves in a manner which will advance the personal, emotional and mental health of those with whom they serve. When the behavior of a member of the community or one of its workers/volunteers is deficient, the standards of that community are violated and the environment for personal growth is disrupted.

The Poor Handmaids of Jesus Christ and the PHJC Volunteer Program are committed to providing a safe work and community environment that is free of sexual harassment for all our volunteers. Sexual harassment occurs when a person makes continued, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, to another person, against his or her wishes.

Guidelines:

Any incident of sexual harassment at a volunteer's ministry site is unacceptable and should be immediately reported through proper channels at the ministry site, and to the PHJC Volunteer Program co-director(s). The PHJC Volunteer Program co-director(s) should be immediately informed if an incident of sexual harassment has occurred on any occasion, event, or location during the Volunteer's service term.

Any claims of sexual misconduct or violations of the sexual misconduct policy will usually be investigated by the Human Resource Manager of the Poor Handmaids of Jesus Christ unless another individual is more appropriate. If the facts appear to support a violation of this policy, appropriate action will be taken which may include termination of employment or volunteer contract.

SEPARATION: POLICIES AND GUIDELINES

Policy:

This policy applies to the discernment process for **volunteer initiated** withdrawals from the Volunteer Program. A volunteer who signs the Covenant Agreement to begin the PHJC Volunteer Program will be committed for their entire service term. The ministry site, host community, and the PHJC community are all reciprocally committed to the individual volunteer and may be adversely affected by an early withdrawal. However, should extenuating circumstances present themselves and a volunteer would need to withdraw from the program, this decision should be made after the volunteer has made a good-faith effort to go through a discernment process with the PHJC Volunteer Program co-director(s) and/or other appropriate program contacts. In proceedings leading up to the termination of the contract, the volunteer may decide to have a third-party companion or witness participate in the process with them.

Guidelines:

The PHJC Volunteer Program co-director(s) and the PHJC Sisters at large have the right to terminate a volunteer's contract for disciplinary reasons or other reasons deemed necessary (at will).

Should a volunteer not complete her service term for any reason, the following termination guidelines should be followed as closely as possible:

- Volunteer should participate in an exit interview with the PHJC Volunteer Program co-director(s) by phone or in person if possible, or with a PHJC elected leadership team member if there is a conflict with the PHJC Volunteer Program co-director(s).
- Volunteer will be expected to give two week notice to the PHJC Volunteer Program co-director(s) and ministry site UNLESS there is a crisis situation (personal illness, family illness/need, etc.) before leaving. This allows the

ministry site and the Volunteer Program co-directors to make plans to cover for the loss of the volunteer.

INJURY/MEDICAL INCIDENT REPORTING: POLICIES AND GUIDELINES

Policy:

If injured at her service site or host site house, a volunteer must contact the site supervisor, host site contact and PHJC Volunteer Program co-director(s) immediately.

Guidelines:

All incidents causing minor injury or major bodily harm must be reported and relevant documentation must be started during the shift when the incident occurred and completed within 24 hours of the incident.

A copy of any paperwork, including appropriate forms for Worker's Compensation, filled out at the ministry or host site should be given to the PHJC Volunteer co-director(s).

Medical attention should be sought immediately and a record of the medical visit should be sent to the PHJC Volunteer co-director(s).

Medical attention may be sought at an Urgent Aid or Emergency Room, depending upon the severity of the injury and the availability of resources.

GRIEVANCE REPORTING: POLICES AND GUIDELINES PROCEDURE

Policy:

Should an emergency arise or a PHJC volunteer have a problem of a personal nature that needs to be reported, the PHJC volunteer should have an opportunity to discuss this in a timely manner for resolution.

Guidelines:

In the event of a grievance, the PHJC volunteer should follow the following procedure:

Volunteers should usually report to the PHJC Volunteer Program co-director(s):

Sr. Connie Bach	Co-Director	574-340-6409
Sr. Marybeth Martin	Co-Director	219-644-5562

If the PHJC Volunteer co-director(s) is not available, or nature of the problem makes this inappropriate, the following PHJC community members can be contacted:

Sr. Michele Dvorak	Vicar/Vol. Program Contact	574-936-9936	219-228-0371
Sr. Judith Diltz	Provincial	574-936-9936	574-933-1689
Sr. Carole Langhauser	Councilor	574-936-9936	260-241-0761
Sr. Loretta Schleper	Councilor	574-936-9936	219-743-0039

Should a volunteer encounter a problem at her ministry site, it should be reported to the ministry site supervisor and then to the PHJC Volunteer co-director(s).

Glossary of Terms

The Core Values: openness to the Spirit, community, simplicity and dignity and respect for all.

Host site: The home where volunteers live in community with Poor Handmaids of Jesus Christ.

Service site: The organization hosting a PHJC volunteer; the site at which a volunteer serves.

Solidarity: The practice of standing with or accompanying others, of sharing responsibilities, interests and concerns in order to foster greater understanding of the issues, obstacles, and hardships facing others.



PHJC Volunteers

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SERVICE TERM COVENANT

I _____ have committed to serve in the
 Poor Handmaids of Jesus Christ Volunteer Program from _____ to
 _____.

During my service term, I will do my best to live the core values of Openness to the Spirit, Community, Simplicity and Dignity and Respect for All.

I agree to provide volunteer services to the Service Site of:
 _____ for _____ hours per
 week. I have received a description of the services I will be providing and I understand that I will not be compensated (salary, benefits, tips, gifts, etc.) in any way by the service site or the Poor Handmaids of Jesus Christ.

I look forward also to participating in the community and prayer of the Poor Handmaids of Jesus Christ as appropriate (liturgy, prayer opportunities, social events, etc.)

I agree to conduct myself in ways that reflect an understanding and sensitivity to the context of the local culture, the goals and guidelines of the service site and the mission and core values of the PHJC Volunteer Program. I have read and signed the Code of Conduct page in the Volunteer Handbook.

I agree to regular communications and on-going evaluation with the PHJC Volunteer Program co-directors regarding my participation in the PHJC Volunteer Program, my work at the ministry site and my participation in the PHJC community.

I acknowledge and agree that the Poor Handmaids of Jesus Christ Volunteer Program and the Poor Handmaids of Jesus Christ do not provide insurance of any kind for personal property and I will not hold the Poor Handmaids of Jesus Christ Volunteer Program or Sisters responsible, in

any way, for injury, loss or damage to my body or my personal property. I will make a sincere effort to limit the number of things I bring.

I agree fully to live in accordance with the policies and procedures in the Poor Handmaids of Jesus Christ Volunteer Program Handbook. I understand that my term of service is “at will” – meaning that **the Poor Handmaids of Jesus Christ Volunteer Program or myself can terminate the relationship at any time.**

I have read and agree to comply with the above.

PHJC Volunteer: _____ **Date :** _____

PHJC Co-Director: _____ **Date:** _____

PHJC Co-Director: _____ **Date:** _____



PHJC Volunteers

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SERVICE AGREEMENT – MINISTRY SITE

The Poor Handmaids of Jesus Christ operate the PHJC Volunteer Program (PHJCVP) for service in local, regional, national and international ministries of the PHJC's and other affiliated work ministry sites.

The volunteer agrees to provide volunteer services to her assigned ministry site, _____ for the period _____ to _____.

The volunteer has met with the PHJC Volunteer Program co-director(s) and appropriate parties at her assigned ministry site, and has received a written job description for her service site as defined in the Service Site Agreement.

The volunteer will make a good faith effort to fulfill the terms of service of her agreement for the period specified.

The volunteer agrees to participate in the community life of the Poor Handmaids of Jesus Christ host site. This includes participation in liturgy, prayer, celebrations, local community responsibilities, house meetings, etc.

The volunteer agrees that her conduct will always reflect an understanding of and sensitivity to the context of the local culture, the goals and guidelines of the ministry site with which she works, and the mission and values of the Poor Handmaids of Jesus Christ and its Volunteer Program.

The volunteer agrees that, if a situation arises that would affect her commitment to work in the PHJC Volunteer Program or affects the PHJC community, the volunteer will notify and discuss the situation with the PHJC Volunteer Program co-director(s) immediately.

The volunteer agrees to a regular communication and ongoing evaluation with the PHJC Volunteer Program co-director(s) and ministry site staff regarding the program, her ministry site, and her involvement in the life of the community.

The volunteer acknowledges and agrees that the PHJC Volunteer Program and the Poor Handmaids of Jesus Christ do not provide insurance of any kind for health or personal property, and she will not hold the PHJC Sisters responsible, in any way, for the loss or damage of personal property. The volunteer is strongly encouraged to limit the amount of personal property brought to her host residence site during the period of service. The volunteer is also encouraged to acquire insurance as she deems necessary for personal items of value

The solicitation of money or goods on behalf of the PHJC Volunteer Program, the Poor Handmaids of Jesus Christ or American Province charities must be cleared through Provincial Leadership and through the PHJC Volunteer Program co-director(s).

The volunteer will live in accordance with the policies and procedures included in the PHJC Volunteer Program Policy Manual, as well as those related to the volunteer of ~~Intern~~ specific ministry site.

The PHJC Volunteer program will provide the volunteer with:

- A monthly stipend of \$150 which will be paid on the first of each month, and is taxable income subject to Federal and State tax withholding. The gross amount will be such that excluding federal and state taxes the net amount after FICA taxes will be \$150.00.
- Room and board at a location to be determined by the PHJC Volunteer Program co-director(s) in conjunction with PHJC Sisters and the elected leadership team. The volunteer may be requested to move during the course of her time of service. The value of the room and board are taxable income subject to Federal and State taxes.
- The reasonable cost of transportation to and from the service site and the place where the room and board is provided where such transportation is related to providing services. Please see "Transportation" policy for specific information.

The Volunteer agrees to the following financial responsibilities:

- Provide her own transportation to and from the host site at the beginning and end of the program.
- Provide her own transportation to and from her ministry site (unless she does not own a car).
- Cover transportation, food and personal costs for any personal travel over the course of the volunteer time of service.

The Poor Handmaids of Jesus Christ do not have legal indemnification obligations to the volunteer (or the Poor Handmaids of Jesus Christ do not have the obligation to compensate for damages or losses incurred by the volunteer).

The materials in the PHJC Volunteer Program Policy Manual will be explained as part of the volunteer orientation. Any concerns regarding the volunteer’s ability or willingness to comply with the stated policies and guidelines will be resolved at this time. The volunteer will date and initial the policies and guidelines as they are reviewed at orientation, and this act will indicate her willingness to comply.

The PHJC Volunteer Program’s relationship with the volunteer is at will. This means that PHJC Volunteer Program or the volunteer may terminate the relationship at any time, for any legal reason or for no reason.

I have read and agree to comply with the above.

PHJC Volunteer:

PHJC Volunteer Program:

Volunteer’s Signature and Date

Co-Director’s Signature and Date

Co-Director’s Signature and Date



PHJC Volunteers

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Host Site Covenant

We, the Poor Handmaids of Jesus Christ, located at _____ are committed to hosting _____, in the Poor Handmaids of Jesus Christ Volunteer Program from _____ to _____.

During this term, we will do our best to encourage _____ to uphold the mission and core values of the PHJC Volunteer Program: Openness to the Spirit, Community, Simplicity and Dignity and Respect for All.

We will make every effort to help _____ grow in faith, and I earn about and live the Poor Handmaid charism.

We look forward to _____ participating in our community and prayer life as appropriate (liturgy, prayer opportunities, social events, etc.). We have read and agree to the points and guidelines in the Host Site Handbook.

Names and Signatures of Host Site Sisters

_____	_____
_____	_____
_____	_____
_____	_____

Date _____

Name and Signatures of the PHJC Volunteer Program Co-Directors

_____	_____
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PHJC Volunteers

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END OF SERVICE REFLECTION HOST SITE & VOLUNTEER

Location of Host Site: _____

Name of Volunteer: _____

Names of Sisters living in community with volunteer:

_____	_____
_____	_____
_____	_____

Dates of shared intentional community: _____

Shared evaluation of lived experience at closing local community gathering:
(Feel free to use as much paper as needed to complete this reflection.)

1. How has this community become “intentional” about sharing life together?
2. What impact has having a volunteer sharing intentional community had on the life of the Sisters?

3. What impact has sharing intentional community with Sisters had on the volunteer?
4. How has the local community, including the volunteer, shared your personal and faith lives together? How has this been a prophetic witness?
5. How has a focus on simple living impacted your life together?
6. How has your local community been able to remain open to the workings of the Spirit? How did you respond as a local community?
7. How has each person in the local community, including the volunteer, shown dignity and respect to one another? How did you grow in this area?
8. How did the local community, including the volunteer, celebrate the joys and sorrows of life together? How did you nurture one another together?
9. What learnings would the community, including the volunteer, share for future volunteer experiences?

Signed and dated by each member of the local community, including the volunteer.

Signature:

Date:



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End of Service Ministry Site Evaluation (Supervisor)

Purpose of Evaluations

Evaluations are an important part of our program. They are used as reflective tools to see growth in goals and values and suggest ways to continue to grow and improve. Many of the changes that we make in the program from year to year come from the suggestions given by participants in evaluations. While evaluations are good for challenging the program into further growth, we also hope that they can be a tool for reflection and challenge for the individual volunteer.

End of Service Evaluation: Ministry Site Supervisors

Name and Title of Supervisor:

Organization Name:

Name of PHJC Volunteer being supervised:

1. From your experience working with the PHJC Volunteer Program, what can we do to improve or strengthen the program for the women or for you as a ministry site?
2. How has having a PHJC volunteer made a difference in your ministry site?

3. How has the PHJC volunteer become a part of your site's community? How did she interact with staff and clients/guests?
4. From your viewpoint, where was your PHJC volunteer most challenged or stretched at your site and in what areas did she grow the most?
5. What did the PHJC volunteer do particularly well within your organization? Please give at least one concrete example of a project or experience.
6. What accomplishments, skills, or experiences could you suggest the PHJC volunteer put on her resume and/or that you would include in a letter of recommendation?
7. Additional comments:

THANK YOU for the many ways you have mentored, guided, challenged, and shaped your volunteer over the past months. We are grateful for your presence in her life and for your support of the PHJC Volunteer Program in this crucial way.



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END OF SERVICE EVALUATION BY MINISTRY SITE VOLUNTEER

Name: _____

Date: _____

Please use extra paper if necessary.

Ministry Site:

1. How would you evaluate your experience with your service organization?
2. What did you do particularly well within your organization? What accomplishments could be put on your resume? Please give concrete examples of projects and/or experiences.
3. Please comment on your supervision during your service term.
4. What was the most rewarding thing about working at your service site? What was the most difficult thing? How were you most stretched?
5. Other thoughts about your service site/experience?
6. Do you have any advice to a future volunteer at this site?



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END OF SERVICE REFLECTION - VOLUNTEER

Name: _____

Place of Service: _____

Service Dates: _____

1. How do you define intentional community now that you have lived it? Please give an example of a highlight of your community life experience. What was your greatest community-related struggle?
2. How did you personally contribute to community life?
3. How have you facilitated your own spiritual growth this year? What was the most significant insight or growth for you this year? What was your greatest struggle?
4. Describe the spiritual practices you engaged in this year, both individual and communal. How did you set aside the time/make this a priority in your busy schedule? What practices will you continue in the coming months?
5. If you engaged in spiritual direction, what did you enjoy most? What was challenging for you?
6. How did you grow in your understanding of social justice? What specific event or teaching assisted your growth?

7. What were your goals for your service term? How did you attend to them? Are you satisfied with your work?
8. How did you see yourself as part of the PHJC community during your term? What have you gained from being a part of the PHJC community?
9. How would you like to stay connected to the PHJC and the Poor Handmaids of Jesus Christ Volunteer Program? As an alumna, would you be willing to be a resource for future PHJC Volunteers?
10. How will you live differently because of your service? What are your new goals and hopes for the coming future?

Signature of Volunteer: _____

Date: _____



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Consent to Publish

I hereby authorize the Poor Handmaids of Jesus Christ and the PHJC Volunteer Program to publish photographs taken of me and my name and likeness, for use in any Poor Handmaids of Jesus Christ or and PHJC Volunteer Program print and online marketing materials, as well as other publications.

I hereby release the Poor Handmaids of Jesus Christ, its members, its employees, the PHJC Volunteer Program, and any third parties involved in the creation or publication of materials, from liability for any claims by me or any third party in connection with my participation.

Authorization

Printed Name: _____

Signature: _____

Date: _____



Personal Vehicle Use Agreement

I am choosing to bring my personal car to the PHJC Volunteer Program. I recognize that I am responsible for maintaining up-to-date insurance, registration and plates on my vehicle. I recognize that in bringing a vehicle, I am committing to an additional expense at a time when I am receiving a stipend of \$150 a month. Expenses potentially include insurance, registration fees, plates, car payments, gas, maintenance, unexpected repairs, etc. I recognize that the Poor Handmaids of Jesus Christ and the PHJC Volunteer Program are not responsible for any of these expenses; nor are they responsible for any damage to the vehicle.

I realize that having the use of my personal car is a privilege and luxury that gives me freedom others in my community may not share. To live in solidarity with my host community, I will be open and honest with them to understand the role of my vehicle within our living arrangement.

I will discuss use of my personal vehicle with my host community early on, and we will reach agreement about our plans for the use of my personal vehicle. I will check back in with my host community throughout the year to insure that we understand each other's feelings and needs.

I agree that, beyond transportation to and from ministry, I will not use my personal vehicle for any ministry purposes. This includes but is not limited to: transporting clients, guests or other volunteers at PHJC ministry sites and affiliated sites, running any errands for the PHJC Volunteer Program, PHJC ministry sites or affiliated sites, picking up donations, etc. If I need to do any of these previously listed activities or related ministry activities, I agree to utilize a ministry site vehicle provided to me.

If driving a PHJC fleet car, I agree to take a 3-D Defensive Driver's safety course as required for insurance purposes. However, I assume all liability for damages that may occur while driving my personal vehicle.

By signing this form, I acknowledge that I have read and agree to comply with the PHJC Volunteer Program's Use of Personal Vehicles Policy.

Signature and Date

Print Name

Drivers License: State: _____ Number: _____

Proof of Insurance: Provider: _____

Insurance Policy Number: _____



WAIVER AND RELEASE OF ALL CLAIMS

I, _____, hold harmless, waive and release all claims, losses or damages, including negligence against, the **Ancilla Domini Sisters, Inc.**, of bodily injury, including death, personal injury and property damage, and I agree to hold harmless, waive and release the **Ancilla Domini Sisters, Inc. and its officers, directors, agents, representatives** for losses, claims, causes of actions, as a result of or arising out of my volunteering at their Motherhouse and its entities. I am aware the **Ancilla Domini Sisters, Inc.** is a non-profit organization and will not provide health and accident coverage for myself and it is my sole responsibility for any medical bills, co-payments or prescriptions arising out of injuries or stress related injuries sustained while volunteering for this project. It is acknowledged and acceptable to me that as a volunteer, wages, and employee benefits, are waived.

I further release **Ancilla Domini Sisters, Inc. and its officers, directors, agents, representatives**, other volunteers and employees from any claim whatsoever and on account of first aid, treatment or services rendered me while waiting for ambulance or medical treatment from professional medical personnel.

I have read and fully understand this Waiver and Release of Claim form:

Signature: _____

Date: _____



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Confidentiality Agreement for Volunteers

As a volunteer of the Poor Handmaids of Jesus Christ Volunteer program, I understand that I may have access to confidential information, both verbal and written, relating to clients, volunteers or staff and the organization.

I further understand, and agree, that all such information is to be treated confidentially and discussed only within the boundaries of my volunteer position in the PHJC Volunteer program.

I also agree not to discuss these same matters after I have left my volunteer position at this organization.

I further understand that breach of this agreement shall constitute grounds for and may result in termination of my volunteer status with this organization except where such disclosure is consistent with stated policy and relevant legislation.

(Please sign below to indicate your acceptance and agreement with these terms outlined above.)

Volunteer Signature: _____

Date: _____



PHJC Volunteer Incident Report Form

In the case that an accident or injury occurs during a volunteer's term, it is required that the volunteer supervisor or contact Sister collect as much information as possible regarding the incident.

Volunteer's Name _____ Date of incident: _____

Address and Location of incident: _____

Supervisor: _____

Time of incident: _____ AM PM

Describe incident and all parties involved: _____

Was there any property damaged? YES NO

Was anyone else injured? No YES: Names _____

Was EMS contacted? YES NO Transported to Hospital: Yes NO Name: _____

Injured Person's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Contact and return form to: Sr. Connie Bach, PHJC
connie.ss@att.net
(574) 340-6409

or

Sr. Marybeth Martin, PHJC
mbmartinphjc@gmail.com
(219) 644-5562



**Poor Handmaids of Jesus Christ
Volunteer Orientation and Handbook Sign Off Form**

Name _____

Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____

Email _____ Work Phone _____

Date(s) of Orientation _____

I have attended the PHJC Volunteer Program Orientation for volunteers and have received and reviewed the PHJC Volunteer Program's Volunteer Handbook. I agree to abide by the procedures and guidelines outlines and reviewed.

Signed _____ Date _____

Co-Director's Signature _____ Date _____

Co-Director's Signature _____ Date _____