



**VOLUNTEER APPLICATION (DIRECTOR OF COMMUNITY RESOURCES)**

<b>FOCUS</b>	At the most basic level, a board member's focused objective is to champion the mission and vision of <i>SISTER Ministries, Inc.</i> ("SMI"). This is done by embodying the vision, mission and goals of SMI and by giving of one's, wisdom, work and witness to further the objectives of the ministry.
<b>PURPOSE</b>	The purpose of the board and its members is to provide leadership and governance for <i>SMI</i> . As a Board member, you will be engaged with the organization at the highest level of leadership and management, guiding the organization and making key policy and procedure decisions in order to further the vision and mission of SMI and ultimately benefit the women we serve and grow the kingdom of God. More specifically, you will be engaged in legal and operational oversight, making sure at every point to advance the mission of SMI and avoid mission drift <sup>1</sup> . As a result, the responsibility for the performance of <i>SMI</i> rests primarily with the board.
<b>BOARD RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Commit to regular personal prayer and reflection upon how best to meet the objectives and solve the issues of SMI.</li> <li>2. Review the full Strategic Ministry Plan including supporting documents at least once/quarter, keeping abreast of the latest developments to this living document.</li> <li>3. Invest in personal relationships with other Board members and with the senior leadership of SMI. Personally champion, care for, encourage, coach, and support them as they lead. Develop an honest, truthful and supportive relationship with those who lead <i>SMI</i>.</li> <li>4. Help SMI set a course and take disciplined, measured action to achieve our long-term goals.</li> <li>5. Participate in the events of SMI, both as a representative and to provide concrete support.</li> <li>6. Act as an ambassador for the mission of SMI, spreading the vision and mission of SMI within and outside of your circle of influence, making personal and organizational connections where appropriate.</li> <li>7. In addition to the time commitment to accomplish position responsibilities, give 3 to 4 hours quarterly to attend, and participate in Board and committee meetings whether regular, special or annual planning meetings in order to lead, make well-informed decision and monitor the organization's progress in achieving its vision and mission.</li> <li>8. Commit to raising funds by participating in fundraising events and activities, and inviting supporters to give or referring supporters to the President to give; and give personal donations to help accomplish the missions of SMI.</li> <li>9. Avoid and, where impossible to avoid, disclose conflicts of interest.</li> <li>10. Always act with prudence and in an ethical manner in adherence to the Statement of Faith of SMI, and putting the best interest of the women we serve and the interests of SMI above your own.</li> </ol>
<b>POSITION</b>	The Director of Community Resources ("DCR") is responsible for identifying developing and managing collaborative partnerships with community stakeholders that will provide reliable resources to help meet the physical re-entry needs of women served by <i>SISTER Ministries, Inc.</i> ("SMI"). This includes contacting community leaders and agencies, making in person presentations and follow-up visits to maintain and develop the partnership between SMI and the resource agency(s). Resource agencies include, but are not limited to: Housing, Food Banks, Clothing, Medical, Dental, Employment and Christ-Centered, Bible-based Churches located in Phoenix and surrounding suburbs.
<b>APPLICANT INFO</b>	Name _____ Application Date _____ Home Address _____ City _____ County _____ State _____ ZIP _____ Home Phone (____) _____ Cell (____) _____ Work Phone (____) _____ E-Mail Address _____

<sup>1</sup> Mission drift is a term given when a nonprofit (or other type of entity) either finds that it has moved away from the organization's mission; or the organization consciously moves into a new direction from its mission statement.

EDUCATION

**EDUCATION (Check Highest Level Completed)**

High School  College  Associates Degree  Bachelor's Degree  Master's Degree  Other \_\_\_\_\_

Provide Details of College | University Degrees | Certificates Completed | Other Fields of Expertise (use spaces below).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CURRENT EMPLOYMENT

Position | Title \_\_\_\_\_

Name of Employer \_\_\_\_\_

Employer Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Work Phone (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Employment Start Date: \_\_\_\_\_ May we contact you at work? Yes  No

How may we contact you? E-Mail  Work Phone

VOLUNTEER EXPERIENCE

What experiences of yours may qualify you to work as a volunteer DCR for SMI?

\_\_\_\_\_  
\_\_\_\_\_

Please provide your volunteer experience (include organization names and dates of service).

\_\_\_\_\_  
\_\_\_\_\_

Do you have a laptop you would be willing to use in your position as DCR? \_\_\_\_\_

How much time per week are you willing to commit to your volunteer work with SISTER Ministries, Inc.? \_\_\_\_\_

Are you willing to volunteer your time and experience free of charge to promote SMI? \_\_\_\_\_

REFERENCES

**Please list two people who know you well and can attest to your character skills and dependability.**

Name \_\_\_\_\_

Name \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

City \_\_\_\_\_

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

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

Phone (\_\_\_\_\_) \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Relationship to You \_\_\_\_\_

Relationship to You \_\_\_\_\_

Please read the following carefully before signing this application:

I understand that at SMI all volunteers are laboring for the Lord and He is the one we are submitting our services to.

<sup>23</sup> Work willingly at whatever you do, as though you were working for the Lord rather than for people. <sup>24</sup> Remember that the Lord will give you an inheritance as your reward, and that the Master you are serving is Christ." (Colossians 3:23, 24 NLT)

I agree to commit to the statement of faith, spiritual values and Christ-centered mission of SMI; and to live in a way that mirrors the Biblical character and lifestyle reflective of Christ.

I understand that this is an application for and not a commitment or promise of a volunteer opportunity. In the event a volunteer position is granted, I agree that if at any time the statement of faith, spiritual values and Christ-centered mission of SMI are not followed that such action or inaction will result in board admonishment to correct such action, or inaction in accordance with Biblical standards for the handling of such matters.

I acknowledge and agree that if I am awarded the position outlined herein I will be representing the face of the organization and will dress professionally at events in which I am representing SMI. Dress attire for female board members shall include wearing a navy button-down collared shirt bearing the SISTER Ministries logo; men shall wear a navy button-down collared shirt with tie bearing the SISTER Ministries logo, purchased at my expense, respectively.

I certify that the answers given by me to all questions throughout the selection process (including those on this application for a Volunteer position, on any attachments, and in interviews with SMI staff), are true, correct and complete to the best of my knowledge and belief, and that I have not knowingly withheld any pertinent facts or circumstances.

I understand that any omission or misrepresentation of fact in this application may result in refusal of or separation from volunteer service upon discovery thereof and that information contained on my application will be verified by SMI.

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Applicant Signature

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Date

Completed applications may be mailed to SISTER Ministries, Inc., 8802 N. 19<sup>th</sup> Avenue, Phoenix, AZ 85021 or faxed to (602) 548-1382.