

# THE DOORWAY

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## VOLUNTEER INFORMATION



“FOR I KNOW THE PLANS I HAVE FOR YOU,” SAYS THE LORD, “...TO GIVE YOU HOPE AND A FUTURE...WHEN YOU PRAY, I WILL LISTEN. YOU WILL FIND ME WHEN YOU SEEK ME, IF YOU LOOK FOR ME IN EARNEST.”

JEREMIAH 29:11-13

## Help others find God’s purpose and plan by volunteering at The DoorWay.

Each year, volunteers help The DoorWay make more than 7,000 contacts with at-risk and in-crisis youth and adults. That’s an average of more than 18,000 hours of contact time annually. And thanks to volunteers and donors, all of The DoorWay’s programs and services are provided free of charge to those who need them.

### Our Mission & Programs and Services

For more information on The DoorWay’s Mission and Programs and services, please review the Programs and Services brochure.

### Some Things to Consider:

If you are thinking about becoming a volunteer at The DoorWay, please consider the following:

First and foremost, The DoorWay is a Christian Ministry. We believe that people can only truly overcome their problems by turning to Jesus Christ. As individual followers of Christ, it is our responsibility to aid and equip those in need.

In addition, we believe that as volunteers of The DoorWay, we serve as Christ’s representatives. When those in at-risk or in-crisis situations come seeking help, we must be able to hold up our own lives and actions as an example. Anyone can learn the right words to say, but how we live our lives tells the real story about what we believe. It’s the Christ-like nature developing within us that serves as a beacon of hope to those who need help.

Also, because many of the clients which The DoorWay serves are youth, all volunteers working with youth must have Pennsylvania Act 33 & 34 Clearances (Criminal and Child Abuse Clearance). This serves as limited protection to The DoorWay itself, but primarily provides an initial screening to help ensure the safety of the children.

Finally, it is essential for individuals who are at-risk or in-crisis to be able to develop a sense of stability. They need to see consistency in the lives of the volunteers who work with them, and this means that as volunteers, we must commit to a regular schedule of service.

**See “Volunteer Guidelines” on the next page for more details.**

# VOLUNTEER GUIDELINES

*“Things that cause people to sin are bound to come, but woe to the person through whom they come. It would be better for him to be thrown into the sea with a millstone tied around his neck than for him to cause one of these little ones to sin. So watch yourselves.”*

*Luke 17:1-2*

Our lives are examined by every person that we come into contact with, including the kids who attend the Rec Room, After School and Jr. Staff. Therefore, we must live our lives in such a way that they do not cause others to stumble or give anyone the opportunity to suggest improper behavior and therefore despise Christians. But that's not enough. Our lives must also encourage others to grow closer to God and bring glory to Him.

1. First and foremost, each team member must be a Christian. In this context, a 'Christian' is defined as someone who has made Jesus Christ both Savior (there was a definable point in time when he or she asked Jesus to come into his/her heart and forgive his/her sins) and Lord (he or she strives daily to become more like Christ and to follow His teachings).
2. No swearing, inappropriate language or inappropriate discussions.
3. No drinking, smoking or use of any other drugs.
4. All staff must have current, cleared Pennsylvania Criminal and Child Abuse forms on file at The DoorWay.
5. You should never be one-on-one with someone at any time. If a problem needs to be dealt with, or a situation arises that needs to be addressed, it must be handled in teams. If the situation involves a girl/woman, a team of two female staff or a team of a male and a female staff can handle it. If it involves a boy/man, a team of two male staff or a team of a male and a female staff can handle it.
6. Do not play favorites. Strive to treat everyone equally.
7. If you have a disagreement with another staff member, handle it like an adult. Do not deal with it in the middle of ministry time. If you believe that the situation poses a direct safety problem to someone, immediately find leadership and make them aware of the situation.
8. We need to be reading our Bibles and spending time in prayer daily. As part of that time we should be lifting up the kids/adults that we are working with and our fellow staff members.
9. We need to be attending church regularly. We need to be getting fed - that is, we need to be in fellowship with other believers and be learning more about God and what He wants us to be doing so that we can appropriately respond to and meet the needs of the people God sends to us.
10. Do not give your phone number out to any of the kids.

**This is not an exhaustive list. A good general rule is that in everything that we do, we must strive to please God.**

## Taking the Next Step:

Now that you have had a chance to read through The DoorWay's mission, the programs and services we offer, and our expectations for volunteers, you should have a pretty good idea if volunteering at The DoorWay is right for you.

If you decide to become a volunteer, there are 3 forms you need to complete:

### 1. Volunteer Application

The Volunteer Application tells us a about you and helps us to know areas you would like to help with .

### 2. Criminal Records Check:

Simply fill out the center section, which includes name, Social Security number, date of birth, sex and race information.

### 3. Child Abuse Clearance:

Please complete all of Section 1.

Once all three forms are completed, please return them to:

*The DoorWay  
10 California Ave.  
Pittsburgh, PA 15202*

## Patience is a virtue...

It will take about a month to get your clearances back from the State of Pennsylvania. The Criminal Check is sent first, and then the Child Abuse Clearance is sent with a copy of the approved Criminal Check. A Pennsylvania Child Abuse History Clearance Certificate will be mailed to your home address. Once you receive it, call The DoorWay to set up an initial volunteer meeting.