

# Helping Hands Ministry

*"And do not forget to do good and to share with others, for with such sacrifices God is pleased." Hebrews 13:16*

## **Volunteer Job Description, Application, and Operating Procedures**

### Eligibility

1. All Helping Hands Volunteers (HHV) are to have an up-to-date personal relationship with our Lord Jesus Christ. Please provide a personal statement of your faith:
2. Be willing to give of your time and talent to those in need.

### Application Form

(Download, Complete and give to a Helping Hands Coordinator)

Name of Helping Hands Volunteer: \_\_\_\_\_

HHV Preferred Contact Phone No.: \_\_\_\_\_

1. Volunteers will note below what type of services they are willing to perform. Circle up to six. If skill level is limited, put S behind skill to indicate simple tasks.
2. Volunteers can register as helpers (put H behind skill) in a given field of service in which case they will be assigned with a skilled person.
3. Some examples are listed below but there are no real limitations on the kinds of services that can be provided.

A. Carpentry

B. Electrical

C. Computer (hardware)

D. Computer (software)

E. Plumbing

F. Roofing

G. Painting

H. Plastering/Gypsum Bd. Repair

I. Masonry

J. Concrete

K. Door repairs

L. Window repairs

M. Lock repairs

N. Appliance repairs

O. Lawn Mower repairs

P. Electronic repairs

Q. Transportation

R. Elderly care

S. Errands

T. Temporary lodging

U. Auto repairs

V. Baby Sitting

W. Cooking

X. Cleaning

Y. Movers: \_\_\_\_\_

Z. Others: \_\_\_\_\_

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Procedures (Volunteer's Keep for Future Reference)

1. Volunteer service inquiries by Coordinators will be kept confidential. Likewise volunteers who perform services for others will do so on a confidential basis.
2. Large projects like painting a house or roofing a house will be presented to Men's, Ladies, Teen's Ministry Service Project Coordinators, or Bible Fellowship Service Coordinators as potential service projects.
3. When the Helping Hands Coordinator (HHC) receives a request for a particular type of help, the coordinator will screen the request to ensure that the request is from a member of RCN, a regular attendee, or a new prospect. The requestor will also be screened to ensure that the requestor is in legitimate need and does not have the ability to do the task or receive this service from other resources.
4. When a qualified need is identified, the HHC will contact a HHV who has the identified skills and/or can provide the services needed. The contact will be made on a confidential basis and the HHV will have the right of refusal to not accept any request.
5. When a HHV agrees to accept a service assignment, the volunteer will contact the requestor and arrange a time to provide the service.
6. The HHC will give the application record to the HHV upon acceptance of the assignment. The HHV will complete the application record and turn it in to the HHC when the project is completed.
7. The HHV can submit invoices for costs incurred up to \$50.00 without prior authorization, by signing the invoice, providing reimbursement name and address, identifying the ministry, and recipient who received the service, to the HHC who will coordinate the payment with the Church Office Manager. For costs estimated to run over \$50.00, the volunteer should submit the cost estimate to the HHC. For costs estimated to be over \$100.0 the HHV should prepare a rough material-takeoff. All reimbursements come out of the Compassionate Ministries fund.
8. When a volunteer of one sex provides a service to a requester of the opposite sex, the volunteer or requester will strive to have additional people present during the service call to avoid any temptations or appearances of sexual impropriety.