

The following guidelines will foster safety, good communication and clarification of the policies and procedures at The Foundry. Volunteers should recognize that this is a Christ-centered organization and that behavior and dress must reflect those standards. We are here to provide hope and restoration through Jesus Christ. We work together to achieve this. These guidelines are general and may not be all-inclusive. Volunteers are encouraged to communicate regularly with the Volunteer Coordinator.

Servant Attitude – We ask that you come with a servant heart... ready to help in whatever way you may be needed. You will need patience, love, acceptance, and understanding if your service involves direct involvement with our residents. Be aware that many of our residents have grown up with a dysfunctional set of beliefs and behaviors. Please show patience and love but have firm boundaries and limits.

Gifts to Residents – Volunteers are asked not to give or lend gifts of any kind (including money) directly to residents. Giving money might cause a resident to be tempted to use. If you feel led to contribute financially to a specific resident or to give a gift of any type to a resident, please consult a staff member. Volunteers should also not do residents laundry, chores, make phone calls for residents, allow a resident to use your cell phone or make decisions for residents without consulting The Foundry staff. As a volunteer, you are responsible for carrying out your volunteer responsibility only.

Counseling – Many of our residents battle addiction along with a variety of other issues. Counseling residents is the job of our staff. Volunteers are asked to not engage in counseling or giving advice but rather be a good listener and refer concerns to the Counselor or Program Manager. It can be very disruptive to recovery when a volunteer gets too close to a resident. Volunteers will be relieved of their responsibilities if a professional emotional distance is not maintained.

Sharing your Faith – We are a Christ-centered ministry. We encourage volunteers to share their faith and to share their personal story about what Jesus Christ has done in them. We also ask volunteers to refrain from discussion regarding specific doctrines or debatable Biblical issues (such as mode of baptism, speaking in tongues, etc.). Do not share any beliefs that differ from The Foundry's Statement of Faith Agreement.

Conflict Resolution – We do not tolerate negative talk or gossip about others. If you have an issue with someone you are directed to go to them personally to resolve the issue. Otherwise you are directed to go to the Volunteer Coordinator. If a problem involves a resident, we ask that you immediately notify and defer to supervising staff members in your area of service. Even small and minor problems can escalate and we want to prevent a crisis before it occurs. If you are approached by a resident who is upset, encourage the resident to talk to their Counselor or Program Manager. Volunteers are not counselors.

Personal Responsibility – All volunteers should arrive drug and alcohol free. Volunteers should not buy drugs or alcohol for residents. Volunteers who do not adhere to this policy will be asked to leave and will not be permitted to return. Smoking is prohibited in all buildings and we ask that you refrain from smoking alongside our residents while you are volunteering. We ask that volunteers refrain from giving cigarettes to residents.

Signing In and Out – All volunteers are required to sign in and to sign out EVERY TIME they volunteer. Groups should have ALL members sign in and out as well. All groups should sign in with the Volunteer Coordinator or previously assigned staff member. The volunteer sign in sheet is located at the front desk of the Women's Center. Volunteers are to wear their nametags at all times when serving in order to be easily identified by staff and residents.

Relationship Boundaries – Volunteers are not to arrange for a personal time alone with a resident. Do not offer to take a resident off site. Do not offer a ride to a resident from one facility to another. Do not give out personal information (address, phone number, email). Do not become romantically involved with a resident.

Personal Appearance – Volunteers are asked to maintain a neat, clean, non-offensive appearance. We ask that you not wear tank tops, midriff tops, low cut or tight fitting clothing, and no lewd, indecent or satanic imprints. No bathing suits or short skirts. If you or a member of your group dresses inappropriately you may be asked to change clothes or leave. Modesty is the standard.

Minors – Those between the ages of 12 and 17 years old are permitted to serve but must be accompanied by a parent, guardian or chaperone. Adults must serve alongside minors and must also attend assessment and receive proper orientation. Volunteers under the age of 12 are permitted to serve only with a parent.

Be Consistent - You are part of The Foundry family. The position you fill is vitally important to the overall operation of the mission at The Foundry. Your faithful commitment means we can count on you to accomplish the specific tasks we set aside for you. Please call the Volunteer Coordinator at 425-7737 ext. 19 if you are unable to show up or are going to be late.

Christian Character - Please conduct yourself according to the calling you received from God. Be consistent with Biblical, moral standards.

Use Wisdom - We want our volunteers to feel free to get to know the people here and take the opportunity to strike up conversations with the residents. However, we ask our volunteers to use caution as there are people who are persuasive in their ability to get whatever they want. Do not trade, sell or buy anything from the residents. Do report any inappropriate behavior or anything that makes you feel uncomfortable.

Volunteer Safety – In the event of an emergency, your sole responsibility is to get yourself out of the building quickly and safely. For the safety of all, do not bring other individuals with you who have not been cleared through the Volunteer Coordinator's office. In the event of an injury, please contact the department leader or The Foundry staff member immediately. Please remember... no horse playing, hitting, fighting or wrestling.

Liability – The Foundry is not responsible for loss of property due to fire, theft, or water damage or any unforeseen circumstance or forces of nature. Please do not bring valuable items to The Foundry campus.

Volunteer Authorization – Volunteers are not allowed in the kitchen serving areas or food preparation areas unless otherwise noted. Volunteers are not permitted in offices, personal residential dorm areas or in clearly marked "Authorized Personnel Only" areas unless accompanied by a staff member.

Fraternization Policy & General Policies for Residents: (As volunteers we ask that you adhere to these same policies and procedures. We also encourage you to ask The Foundry staff about what is considered inappropriate behavior if you have any questions)

- Fraternalization with members of the opposite sex, or the same sex with the appearance of a relationship is prohibited.
- Conversations must be brief.
- Any physical contact, notes, letters, phone calls, gift giving, gift receiving, prolonged or intimate conversations, or demonstration of special attention or affection for each other will not be tolerated.
- Residents may not sit together with the appearance of a couple.
- Residents may not pray with the opposite sex.
- A resident may not establish an intimate relationship with another resident, a former resident, a guest, or a visitor of The Foundry. Failure to comply may result in eviction.
- Smoking is not permitted while walking from area to area on the property.
- The use of profanity, vulgarity and/or improper abusive language is not permitted on the campus.
- Gossip of any form will not be tolerated and may result in immediate eviction from the program.
- Residents are not allowed to leave their workstation without permission.
- No loitering in other workstations.
- All items purchased at The Foundry SuperThrift Outlet by a staff member, volunteer, resident, or customer must be taken out through the front door.

Please remember that The Foundry staff have many needs to meet so be patient with them as they attend to priorities before they may be able to assist you.