



## BOARD MEMBER QUALIFICATIONS & RESPONSIBILITIES

Principal Functions: Care Net Pregnancy Center of Penn Yan is governed by an independent Board of Directors. The Board of Directors shall consist of five to twelve members, including the Executive Director of Care Net Pregnancy Center of Penn Yan.

This board is committed to the Lordship of Jesus Christ and His principles for the center's success. In addition to administering with this shared conviction, the directors each provide guidance and support in finance, administration, and policy, according to their expertise.

Qualifications: A Care Net Pregnancy Center of Penn Yan Board Member must meet the following qualifications:

- ✓ Possess a personal relationship with Christ as Savior and Lord.
- ✓ Show evidence of being controlled by the Holy Spirit
- ✓ Be spiritually, mentally, and emotionally mature.
- ✓ Be active in a local church and willing to represent the ministry to the church.
- ✓ Have a firm pro-life stance, including the hard cases and a genuine burden for people facing a crisis pregnancy.
- ✓ Have homelife in order, pleasing and honoring the Lord.

### RESPONSIBILITIES:

The members of the Board of Directors of Care Net Pregnancy Center of Penn Yan shall:

- ✓ Establish policies for the operation of Care Net Pregnancy Center of Penn Yan, ensuring that the bylaws, policies, and procedures are being followed.
- ✓ Set the center's overall program from year to year and engage in long-range planning to ensure and establish its general course for the future.
- ✓ Establish fiscal policy with budgets and financial controls.
- ✓ Provide adequate resources for the activities of Care Net Pregnancy Center of Penn Yan through direct financial contributions and a commitment to fundraising.
- ✓ Hire and annually evaluate the Executive Director.
- ✓ Develop and maintain a communication link to the community, promoting the work of Care Net Pregnancy Center of Penn Yan.
- ✓ Regularly attend all scheduled board and other meetings.

Support Care Net Pregnancy Center of Penn Yan and the Executive Director through regular prayer.

Board members who invest their resources in the organization, especially in a sacrificial way, become highly motivated to govern well. Board Members who are invested ensure that the organization has clear goals (G) and that the Board stewards the funds well (O). They work to establish and embrace Christ-centered core values, standards, and policies and give a good example to others (V). They marshal resources – the treasure, time, and talent needed to effect the changes envisioned by the organization (E) while minimizing the risk and maximizing compliance with laws and regulations (R). And they nurture everyone touched by the ministry, from clients and donors to staff and fellow Board Members and even their families and friends, as they become conduits of the Lord’s own loving-kindness (N). *Governing Essentials* becomes a way of life for the well-invested Board Member.

#### Additional Responsibilities

Each Board Member should contribute, commensurate with his or her ability, and as led by the Lord. Some ways of contributing include:

- Make personal or business contributions (a monetary donation and/or “gifts-in-kind”). Your organization should be among the top two or three of your charitable contributions.
- Encourage your church, business, or other organizations you belong to, as well as friends and relatives, to contribute.
- Be present at all fundraising events and sponsor a table, walker, etc.
- Provide names of potential donors to the Development Director and set up an appointment for the Executive Director or Development Director, if appropriate, with the potential donor.
- Go with the Executive Director or Development Director on donor calls to thank and/or ask people you know.
- Support and encourage the person primarily responsible for implementing the Development Plan: Executive Director, Development Director, or Development or Fundraising Committee (if you are on a Founding/Working Board or Managing Board).
- Offer to host a brunch, dinner, or event in your home, to introduce the ministry to a small group
- Make a planned gift to the organization and encourage others to do so; help set up an endowment, or develop a plan for long-term sustainability of the organization



### **Mission Statement**

The purpose of the Pregnancy Center of Penn Yan, Inc. is to empower women and men who are facing pregnancy and parenting-related concerns in Yates County to make life-affirming choices. We do this by providing free pregnancy tests, peer counseling, information about abortion procedures and risks, information about abortion alternatives, parenting classes, abstinence education, post-abortion support, and other related programs and services while sharing the Gospel of Jesus Christ.

### **Vision Statement**

A community where all recognize that every human life is sacred because it is made in the image of God, the Gospel of Jesus Christ and His message of reconciliation and healing is recognized and proclaimed as Good News by all, where sexual integrity is practiced and taught, and every child is welcomed.

## **Statement of Faith**

- ❖ We believe the Bible to be the inspired Word of God
  
- ❖ We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit
  
- ❖ We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through his shed blood, in His bodily resurrection, in His ascension to the right-hand of the Father, and in His personal return in power and glory
  
- ❖ We believe that man by nature is sinful and in need of regeneration by the Holy Spirit and that this salvation is received through faith in Jesus Christ as Savior and not as a result of good works
  
- ❖ We believe that human life, as created by God in His image, is sacred to God and is a continuum from conception until death (Genesis 1:27; Exodus 20:12; Psalm 139:13 – 16)



## Statement of Principle

- Care Net Penn Yan is an outreach ministry of Jesus Christ through His church. Therefore, Care Net, embodied in its volunteers, is committed to presenting the gospel of our Lord to the women with crisis pregnancies – both in word and deed. Commensurate with this purpose, those who labor as Care Net board members, directors, as well as any other hired employees and volunteers, are expected to know Christ as their Savior and Lord.
- Care Net is committed to providing its clients with accurate and complete information about prenatal development and abortion.
- Care Net is committed to assisting women in carrying to term by providing emotional support and practical assistance. Through the provision of God’s people and community at large, women may face the future with hope and plan constructively for themselves and their babies.
- Care Net never discriminates in providing services because of the race, creed, color, national origin, age, or marital status of its clients.
- Care Net never advises, provides, or refers for abortion or abortifacients.
- Care Net offers assistance free of charge at all times.
- Care Net is committed to creating awareness within the local community of the needs of pregnant women and of the fact that abortion only compounds human needs rather than resolving them.
- Care Net does not engage in contraceptive counseling or in referring for contraceptives or contraceptive services. (Married women seeking contraceptive information should be urged to seek counsel, along with their husbands, from their pastor and physician.)
- Care Net recognizes the validity of adoption as one of the alternatives to abortion but is not biased toward adoption when compared to other life-saving alternatives. Centers are independent of adoption agencies, relating to them in the same manner as to other helpful referral sources. Care Net receives no payment of any kind from these agencies, does not enter into contractual relationships with them, and does not share combined office space. Adoption agencies are not established under the auspices of Care Net. Care Net neither initiates nor facilitates independent adoptions.



**BOARD MEMBER APPLICATION**

Name \_\_\_\_\_  
Last First Middle Initial

Address \_\_\_\_\_  
Number & street City State Zip code

Email address: \_\_\_\_\_

Phone # \_\_\_\_\_ Social Security # \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_Yes \_\_\_No

If yes, explain: \_\_\_\_\_

**Education:**

1. High School: Number of years completed (*circle one*) 1 2 3 4 Diploma/GED: \_\_\_Yes \_\_\_No

School name \_\_\_\_\_

2. College and/or Vocational School: Number of years completed (*circle one*) 1 2 3 4 5 6 7

School(s) \_\_\_\_\_

Degrees earned \_\_\_\_\_ Dates \_\_\_\_\_

Describe other training or degrees \_\_\_\_\_

**Previous Volunteer Experience:** List most recent volunteer experience first.

Organization \_\_\_\_\_ Date of volunteer service: From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Position/Duties \_\_\_\_\_

Telephone \_\_\_\_\_ Supervisor name \_\_\_\_\_

Organization \_\_\_\_\_ Date of volunteer service: From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Position/Duties \_\_\_\_\_

Telephone \_\_\_\_\_ Supervisor name \_\_\_\_\_

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**Employment History:** List most recent employment first.

Employer \_\_\_\_\_ Date of employment: From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Position/Duties \_\_\_\_\_

Telephone \_\_\_\_\_ Supervisor name \_\_\_\_\_

Employer \_\_\_\_\_ Date of employment: From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Position/Duties \_\_\_\_\_

Telephone \_\_\_\_\_ Supervisor name \_\_\_\_\_

**Additional Information:**

1. What is your reason for seeking to join the board of directors? \_\_\_\_\_

2. Do you consider yourself a Christian? \_\_\_ Yes \_\_\_ No

If yes, how long have you been a Christian? \_\_\_\_\_

3. As a Christian, what is the basis of your salvation? \_\_\_\_\_

4. Please provide the following information concerning your local church.

Church name \_\_\_\_\_ Denomination \_\_\_\_\_

Address \_\_\_\_\_

Pastor's name \_\_\_\_\_ Phone \_\_\_\_\_

Positions in which you have served \_\_\_\_\_

5. This organization is a Christian pro-life ministry. We believe that our faith in Jesus Christ empowers us, enables us, and motivates us to provide pregnancy services in this community. Please write a brief statement about how your faith would affect your service on the Board.

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6. What special skills, talents, gifts, or personality traits would you bring to this ministry?

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7. Have you ever counseled a woman who was considering an abortion?  Yes  No

(Explanation) \_\_\_\_\_

8. Have you had any traumatic experiences relating to abortion?  Yes  No

(Explanation) \_\_\_\_\_

9. Have you ever known a single pregnant woman?  Yes  No

(Explanation) \_\_\_\_\_

10. Under what circumstances would you consider abortion as an alternative for a woman with an unplanned pregnancy?

- \_\_\_\_\_ Never an option
- \_\_\_\_\_ In cases of rape or incest
- \_\_\_\_\_ In cases where the mother's life was in extreme peril
- \_\_\_\_\_ In cases of extreme psychological distress
- \_\_\_\_\_ Other (specify) \_\_\_\_\_



**APPLICANT'S CERTIFICATION AND AGREEMENT**

I certify that the facts set forth in this volunteer application are true and complete to the best of my knowledge, and I authorize the pregnancy center to verify their accuracy and to obtain reference information concerning my character and capabilities. I release the pregnancy center and any person or entity providing such reference information from any and all liability relating to the provision of such information or relating to any decisions made based upon such information. I give permission to the center to conduct a criminal background check to the extent that my duties may involve direct interaction with minors. If I become a board member for the pregnancy center, I agree to fully adhere to its policies and rules, including those rules relating to maintaining client confidentiality. I recognize that, as a board member, I will serve in a different role than the employees of the pregnancy center, and I am not seeking, nor expecting to receive, any compensation or other benefits in return for any services I may provide for this ministry.

I further certify that I have read and that I am in full agreement with the pregnancy center's Statement of Faith and Statement of Principle.

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_



## BOARD CONFIDENTIALITY PLEDGE

I hereby pledge that I will follow all articles as listed within the Conflict of Interest Policy for the Pregnancy Center of Penn Yan, Inc. In addition, I understand that topics discussed within board meetings will be kept within the board confines and are not to be discussed with outside parties unless otherwise specified.

I understand that if I break my pledge, I will no longer be permitted to serve on the Board of Directors for the Pregnancy Center of Penn Yan, Inc.

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Board Member's Signature

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Date



## CRIMINAL BACKGROUND CHECK RELEASE FORM

I hereby give Care Net Pregnancy Center of Penn Yan permission to do a criminal background check for the purpose of working or volunteering at the center.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



**BOARD MEMBER REFERENCE REQUEST**

Reference for \_\_\_\_\_

The above-named person has submitted an application to volunteer for the pregnancy center. The applicant has authorized us to conduct a reference check. A volunteer provides support to women facing unplanned pregnancies, as well as offering their talents in helping with other tasks around the center.

Some of the qualities sought in a volunteer are:

1. A genuine commitment to Jesus Christ as Savior and Lord of their lives
2. A dependable, responsible attitude; a willingness to give of themselves to the women with whom they work
3. A steadfast and faithful confidence in the Word of God and an ability to communicate its truth

We have asked each applicant to supply us with two references—one from their pastor and one from a person who knows them well. Please answer the questions below and write a short paragraph describing the applicant with particular emphasis on the qualities outlined above.

How long have you known the applicant? \_\_\_\_\_

What is your relationship to the applicant? (e.g., pastor, relative, friend) \_\_\_\_\_

How would you rate the applicant regarding:

	Below average	Average	Above average
Dependability			
Spiritual maturity			
Communication skills			
Cooperation			
Compassion/Mercy			
Submission to authority			
Initiative			

Please briefly describe applicant and your relationship with applicant:

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\_\_\_\_\_  
Your name (please print)

\_\_\_\_\_  
Daytime phone number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Please mail the completed form to **Care Net Pregnancy Center of Penn Yan**. Thank you!