



## Volunteer Policy (Rev. 09/27/2017)

In order to best serve both the students and the volunteers, it is important that all staff and representatives present consistent communication to potential volunteers. Following are our expectations as an organization.

### **Entry Process for Volunteers**

Each new volunteer must complete an application form, which includes a pastoral reference, do a background check, and participate in the New Volunteer Training Session. Once the application form and the background check are approved and training is completed, the volunteer may freely participate in various activities.

**Exceptions to the volunteer entry process above:** The following is a list of exceptions that may be made for certain volunteer situations.

- Occasionally, special circumstances may arise where a recommendation from a pastor, IFI Church Coordinator, IFI staff member, or IFI Campus Ministry Team member may allow us to waive the training requirement. This may be determined by the Director of Volunteer Coordination or Director of Volunteer Recruitment.
- If a person is checking out IFI and wishes to participate one time with a small group or serve behind the scenes at a potluck, picnic, or other event, he/she may postpone the application, background check, and training. However, if they decide to participate regularly or maintain contact with a student(s) they have met, they must complete the process to become a volunteer.
- Prospective volunteers maybe exempted from the background check requirement if they volunteer but don't interact with students. This applies to activities such as helping in the office, at a volunteer-only event, and activities listed in the second exception above.

### **Requirements for Participation with IFI (Unless one of the exceptions listed above applies):**

1. Completion of the online new volunteer application form, which includes reading and agreeing with this Volunteer Policy, IFI's Statement of Faith, and the IFI Volunteer Liability Release Form. (This application is valid for 5 years and if you wish to continue volunteering we would require you to complete a renewal form.)
2. Provide 3 spiritual references who have known you for at least 1 year. One *must* be from a pastor or small group leader.
3. Complete an IFI background check- *Note: Those wishing to have students in their home for a meal or house them overnight must also have their spouses undergo the background check.* If the results of the background check show something of concern, a Volunteer Recruitment Committee will convene and evaluate each situation on a case-by-case basis, also taking into account responses to questions on the application form and the responses received from the References. (This background check will be good for 5 years, at which time we will the volunteer to complete another one.)
4. Participate in a New Volunteer Training Session- Issues related to befriending and sharing faith with someone from a different culture will be covered, as well as the IFI vision, mission, and values. This can be done in-person or online.
5. Evidence of personal relationship with Jesus: The volunteer must demonstrate faith in and obedience to Jesus consistent with Biblical teaching and be able to communicate their faith.
6. Active in a Biblical local church: Because living in Christian community is essential to a healthy spiritual life, volunteers must maintain involvement in a local church for fellowship, accountability, and Biblical teaching.
7. Biblical lifestyle: Because our single goal is to assist internationals to know Jesus and experience Christian love, volunteers must exhibit a lifestyle consistent with Biblical teaching, including maturity, emotional stability, healthy relationships, and a stable living situation.
8. Teachable spirit: Working with other cultures requires that the volunteer take the role of a learner, be willing to understand and accept cultural differences, and learn how to effectively and sensitively share their faith cross culturally.

***\*\*Because volunteers will represent IFI to the students, IFI reserves the right to make decisions regarding approval of volunteers. We also reserve the right to deactivate previously approved volunteers, if we feel it is in the best interest of students to do so.***