



Matthew 11:28
"A gathering place"

The City Gate

*"Reclaiming, Rebuilding, and Restoring
lost and broken lives"*

The City Gate
170 S. Madison
Spokane, WA 99201
Phone: (509) 455-9670
thecitygate@qwestoffice.net
www.thecitygatespokane.org
Pastor

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Pastor: John Murinko

Volunteer Application

Thank you for your interest in The City Gate. We are a church devoted to restoring the lives of people living on the streets of downtown Spokane. The City Gate has been in operation since 1988 and has built a reputation as a safe and welcoming place for the low-income and homeless. Basic needs are addressed through a variety of services, and staff and volunteers provide encouragement and caring conversation for those who come through the doors. The City Gate is founded on our love for Jesus Christ. We strive to follow His example to know, love, and serve the poor and needy.

Please do the following:

Read the Volunteer Guidelines

Come to The City Gate and check it out. We encourage you to volunteer a couple of times before applying.

Fill out the application forms, sign and return to Eric at The City Gate

There is a \$20.00 fee for a background check (non-refundable) which is required when returning the forms

When all forms are processed we will contact you to set up an appointment for an interview.

If you have questions please contact Eric during the daytime office hours at the The City Gate at (509)455-9670

The City Gate Weekly Schedule

<u>Monday</u>	CLOSED	<u>Friday</u>	10:00 am-3:00pm
<u>Tuesday</u>	10:00 am-3:00 pm Food & Clothing Bank		Food & Clothing Bank Dinner 7:00 pm
<u>Wednesday</u>	10:00 am-3:00pm Food & Clothing Bank Dinner 7:00 pm	<u>Saturday</u>	Breakfast 8:00 am Dinner 7:00 pm
<u>Thursday</u>	10:00 am-3:00 pm Food Bank & Showers	<u>Sunday</u>	Church Service 10 am Dinner 7:00 pm

PERSONAL DATA:

Name: _____ M/F _____
Home Phone: _____ Work, Cell, Number: _____
Address: _____
City: _____ State: _____ Zip: _____
Birthdate: _____ E-mail Address: _____
Emergency Contact Person: _____
Relationship: _____ Phone Number: _____

What do you feel you could contribute to The City Gate ministry team?

Your Signature

Date Completed

Confidentiality Pledge and Hold Harmless Agreement

I, _____, do hereby agree that I shall not reveal, disclose, publicize, or discuss with any individual or entity not associated with The City Gate any information about past, present and future clients of The City Gate, including but not limited to names, phone numbers, license numbers, dates of birth, social security numbers or any other identifying information about them except as required by law.

As part of an agreement to volunteer at The City Gate, I acknowledge that I have been informed of the risks, including but not limited to serious and permanent physical, psychological and emotional injury and death, associated with volunteering such services. I freely and voluntarily agree to accept the risks. I further agree to defend, indemnify and hold harmless The City Gate, its respective agents, employees, assigns, successors and/or representatives, from all such claims, demands, and suits arising out of, related to, or connected with my volunteer service at The City Gate.

Signature of Volunteer

Date

Witness

Date

Anti-Harassment Policy

The City Gate expressly prohibits harassment between staff members, volunteers, or between staff and volunteers, staff and patrons, or volunteers and patrons as defined below. Harassment is a violation of Godly principles, professional ethics, and federal and state laws.

Harassment at The City Gate is simply inappropriate behavior. **It is against the law!** Persons within The City Gate community (which includes staff and volunteers) who have the authority to act on their knowledge of the harassing behavior of another member of the community have a moral, ethical, and legal obligation to take appropriate action. Failure to do so may expose the individuals and The City Gate to legal liability for the harassment behavior of others.

Retaliation

This policy seeks to encourage staff and volunteers to express their concerns about any possible instances of harassment. Any act of reprisal (e.g., interference, restraint, penalty, discrimination, coercion, sexual harassment)-overt or covert-by a staff person or volunteer against another who is responsibly using this policy and its procedures interferes with the victim's right to express their concerns; and as such, will result in immediate disciplinary action or termination as deemed appropriate by the leadership of The City Gate.

Definition

Courts have defined sexual harassment of others to include any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity; or
2. Submission to or rejection of such conduct is used as the basis for employment or educational decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive environment for working or learning.

Examples of prohibited verbal, nonverbal or physical conduct include, but are not limited to:

1. Physical assault;
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
3. A pattern of conduct intended to discomfort or humiliate, or both, that includes:
 - a. Comments of a sexual nature
 - b. Sexually explicit statements, questions, jokes, or anecdotes
 - c. Persistent propositions of a sexual nature
 - d. Subtle pressure for sexual activity;
4. A pattern of conduct that would discomfort or humiliate, or both, that includes:
 - a. Unnecessary touching, patting, hugging, or brushing against a person's body;
 - b. Remarks of a sexual nature about a person's clothing or body;
 - c. Remarks about sexual activity
5. Use of electronic mail or computer dissemination of sexually oriented/sex-based communications

Sexual harassment is a specific form of discrimination where one person tries to exert power (via intimidating tactics) over a victim. While sexual harassment most often takes place in a situation between a supervisor and an employee or a volunteer, this policy recognizes that sexual harassment may occur between persons of the same status, e.g., staff to staff or volunteer to volunteer. Behaviors may be initiated by both men and women. Persons who are negatively affected by others behavior, even though the behavior, even if the behavior is not directed towards them, should alert the Pastoral Staff or leadership of such incidents. Furthermore, The City Gate also recognizes this policy also covers other forms of harassment. These other forms of harassment include, but are not limited to harassment based on one's race, national origin, gender, or disability that creates an environment which is intimidating, hostile, or offensive. The creation of such an environment would include, but is not limited to:

1. The telling of jokes, stories, or anecdotes that are sexist, racist, or that seek to disparage or single out persons mentioned above;
2. The use of slurs or epithets that derogatorily label persons mentioned above; or
3. The use of profane language.

Groundless or Malicious Accusations

Accusations of harassment are of the utmost seriousness. They should never be made casually and without cause. This policy shall not be used to bring groundless and malicious charges against staff or volunteers. If, after the Pastoral staff or leadership conducts an investigation of the allegations, the Pastoral staff and leadership determine such allegations were not made in subjective good-faith, the Pastoral staff or leadership will dispense of the allegations and take corrective measures as deemed appropriate.

Reporting Harassment

Persons who have been subjected to or suspect that someone else has been subjected to harassment, should notify a member of the Pastoral staff or leadership immediately to assure that corrective action is taken as soon as possible.

I have read, understand, and agree to adhere to the above policy. Furthermore, I understand that my failure to comply with the above policy may result in disciplinary action and/or my termination from The City Gate.

Print Name

Signature

Date

Status (Staff or Volunteer)

Implementation 5/02

Child Abuse/Neglect Policy

The City Gate vehemently opposes the abuse or neglect of children. In an effort to assist law enforcement officials in investigating these matters, all The City Gate staff and volunteers are required to report instances of child abuse and/or neglect by any perpetrator during the course of their contact with The City Gate. Reporting should be made immediately by the staff person or volunteer that either suspects or witnessed the abuse. In addition, the staff person or volunteer should also notify a member of the Pastoral staff or leadership that such a report is being made. The City Gate staff and volunteers should refrain from conducting their own investigation or making value judgments regarding the validity or legality of such claims; these determinations are to be made by law enforcement officials and not by the staff or volunteers.

Definition

Child abuse/neglect is defined as:

1. Resulting in imminent risk of serious harm, death, serious physical or emotional harm, sexual abuse or exploitations;
2. Of a child (who is usually under the age of 18).

Child sexual abuse is defined as:

1. Employment, use, persuasion, inducement, or coercion of any child to engage in, or assist any other person to engage in any sexually explicit conduct or any simulation of such contact for the purpose of producing any visual depiction of such conduct, or
2. Statutory rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children.

Reporting Child Abuse/Neglect

The City Gate staff and volunteers who suspect or witness instances of child abuse or neglect should call the Washington State Department of Social and Health Services (DSHS) at 1-866-363-4276 (1-866-ENDHARM). This number is toll-free and operational 24 hours a day, 7 days a week. If a particular staff person or volunteer is, for whatever reason, uncomfortable placing the call, a member of the Pastoral staff or leadership should be notified immediately so that they can make the call instead.

I have read, understand, and agree to adhere to the above policy. Furthermore, I understand that my failure to comply with the above policy may result in disciplinary action and/or my termination from The City Gate.

Print Name

Signature

Date

Status (Staff or Volunteer)

Implementation 5/02

Authorization to Conduct a Criminal Background Check

There is a \$20.00 fee (non refundable) for the criminal background check. This is due when you turn in your application form.

In order to maintain the safety of The City Gate staff, patrons, and volunteers, I hereby authorize an appointed agent from The City Gate to obtain personal information as it relates to any criminal history. If this background check should reveal any evidence of such a history, I understand that I will be disqualified from any volunteer service at The City Gate.

First Name _____ Middle Name _____
Last Name _____
Address _____ M/F _____
City _____ State _____ Zip _____
Phone Number _____
Date of Birth _____ Social Security Number _____
Drivers License Number _____ State _____
Other Names Used _____
Maiden Name _____
Signature _____ Date _____

Criminal History

Have you ever been *convicted* of a criminal offense? Yes /No

Do you currently have any criminal actions pending in which you are the Defendant? Yes /No

Are you currently on probation or parole? Yes /No

If you answered "Yes" to any of the above questions, please explain the nature of the offense and the country, county and state in which it occurred