



9535 Reseda Boulevard, Suite 303, Northridge, CA 91324  
Office: 818-626-9404 / Pregnancy Calls: 818-626-9400  
Office@OpenArmsPregnancy.com / WithOpenArms.org

Dear Friend,

Thank you for your interest in serving at the Open Arms Pregnancy Clinic.

We suggest you first view our website at [WithOpenArms.org](http://WithOpenArms.org) to gain a good understanding of what we do. Because we seek committed volunteers who are passionate about the work we do, we ask you to pray about your involvement here. If you feel led to pursue volunteering at Open Arms, you may complete and return the attached Volunteer Application.

In order to volunteer, you will need to be available during our business hours (does not apply to special events and special services volunteers). It is important to pray for an opening in your schedule for you to be here. We are open Monday and Wednesday 9am-7pm, and Tuesday, Thursday, Friday 9am-5pm.

If you are interested in volunteering to do **office work**- mailing, stuffing envelopes, etc., please contact our Office Administrator, Lauren, at [Office@openarmspregnancy.com](mailto:Office@openarmspregnancy.com) or call her at (818) 626-9404. She will be able to provide you with more information. Volunteering at the office requires you to be available during our business hours, usually on an on-call basis.

If your interest is to volunteer as a **receptionist, case manager or registered nurse**, we ask that you be available for at least one 4-hour shift per week. On-site training for these areas will be provided. After the training is completed you will be asked to give a one-year commitment. Please return your application to [clientservices@openarmspregnancy.com](mailto:clientservices@openarmspregnancy.com).

For those of you interested in serving as a **Male Mentor**, please return your application to Alex at [helpformen@openarmspregnancy.com](mailto:helpformen@openarmspregnancy.com)

Here are some of the many volunteer opportunities available at Open Arms:

**GENERAL:**

**General Office** (mailings, projects, etc.)

**Receptionist** (welcome clients and process intake forms)

**Church Liaison** (be the Open Arms representative at your church)

**Baby Bottle Assistant** (help coordinate churches participating in baby bottle campaign)

**Special Events** (serve on planning team for Walk for Life, Banquet, Golf, etc.)

**Professional Services** (technology, graphic, handy-man, cleaning, graphic design, video, etc.)

**CLIENT AND MEDICAL SERVICES:** (Must complete training & mentoring program provided by Open Arms)

**Female and Male Case Manager**

**Medical Professional** (RN, OB/GYN, Nurse Practitioner, RDMS, Physician's Assistant)

**Earn While You Learn Educator** (Pregnancy and Parenting Class Instructor)

**After Abortion Small Group Leader**



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## **Statements of Mission, Faith, Principle, and Philosophy of Ministry**

### **MISSION STATEMENT**

The Open Arms Pregnancy Clinic is a Christian ministry which offers life-affirming services to women and men facing unintended pregnancies and reproductive choices.

### **EXPANDED MINISTRY STATEMENT**

The Open Arms Pregnancy Clinic is a Christian ministry whose mission is to defend life by supporting women in unplanned pregnancies, providing resources and referrals, bringing healing and wholeness to lives traumatized by abortion, bringing them to a saving knowledge of Jesus Christ, and challenging our community to adopt a Godly view of sexuality and the sanctity of human life.

### **STATEMENT OF FAITH**

The Open Arms Pregnancy Clinic has adopted a Statement of Faith that outlines its understanding of saving faith and those points of truth which relate directly to it. This statement is based upon the National Association of Evangelicals' Statement of Faith.

1. We believe the Bible to be the inspired, the only infallible, inerrant, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. 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.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential and that this salvation is received through faith in Jesus Christ as Savior and Lord, and not as a result of good works.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life and to perform good works.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

8. We believe that in order to preserve the function and integrity of the corporation and to provide a Biblical role model to clients of Open Arms Pregnancy Clinic and to the community, it is imperative that all persons employed by the organization in any capacity, or who serve as volunteers, wholeheartedly agree to this Statement of Faith.

#### **STATEMENT OF PRINCIPLE**

1. The corporation is an outreach ministry of Jesus Christ through His church. Therefore, the corporation, embodied in its volunteers, is committed to presenting the gospel of our Lord to women with unexpected pregnancies – both in word and in deed. Commensurate with this purpose, those who labor as the corporation’s board members, directors, and volunteers are expected to know Christ as their Savior and Lord.
2. The corporation is committed to providing its clients with accurate and complete information about both prenatal development and abortion.
3. The corporation is committed to integrity in dealing with clients earning their trust and providing promised information and services. The corporation denounces any forms of deception in its corporate advertising or individual conversations with its clients.
4. The corporation is committed to assisting women to carry to term by providing emotional support and practical assistance. Through the provision of God’s people and the community at large, women may face the future with hope and plan constructively for themselves and their babies.
5. The corporation does not discriminate in providing services because of race, creed, color, national origin, age, or marital status of its clients.
6. The corporation does not recommend, provide, or refer for abortion or abortifacients.
7. The corporation offers assistance free of charge at all times.
8. The corporation is committed to creating awareness within the community of the needs of pregnant women and of the fact that abortion only compounds human need rather than resolving it.
9. The corporation does not recommend, provide, or refer single women for contraceptives. (Married women seeking contraceptive information should be urged to seek counsel along with their husbands, from their pastor, and physician.)
10. The corporation recognizes the validity of adoption as one alternative to abortion, but is not biased toward adoption when compared to the other life-saving alternatives. The corporation is independent of adoption agencies, relating to them in the same manner as other helpful referral sources. The corporation 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 the Clinic. The corporation neither initiates nor facilitates independent adoptions, though the corporation may refer for independent adoptions in states where it is legal.
11. The corporation is committed to the healing process of those suffering from the physical, emotional, and spiritual consequences of abortion.

12. The corporation is committed to promoting God’s design for sexuality and supports the Biblical concept of abstinence outside of marriage and faithfulness within marriage.

### **STATEMENT ON BIBLICAL AUTHORITY**

The statement of faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe as interpreted and applied by our governing board. We believe the Bible to be the inspired, infallible and inerrant Word of God and is final authority concerning morality and conduct of mankind. For purposes of our religious foundations, our board of directors, in consultation with the Pastoral Advisory Committee, is the final interpretive authority on the Bible’s meaning and application.

### **STATEMENT OF MARRIAGE, GENDER AND SEXUALITY**

1. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). We believe gender is determined by biology and physiology and is not to be subjectively determined by the emotions or desires of a person. Rejection of one’s biological sex is a rejection of the image of God within that person.
2. We believe the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25).
3. We believe God designed sexual intimacy to be between one man and one woman who are married to each other (Gen 2:23-24).
4. We believe God commands that no intimate sexual activity be engaged in outside of a marriage between a man and a woman (Heb 13:4).
5. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, use of pornography, or any attempt to change one’s sex or disagreement with one’s biological sex) is sinful and offensive to God (Matt 15:18-20; 1 Cor 6:9-10).
6. We believe that in order to preserve the function and integrity of Open Arms Pregnancy Clinic and to provide a Biblical role model to clients of Open Arms Pregnancy Clinic and to the community, it is imperative that all persons employed by the organization in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender and Sexuality (Matt 5:16, Phil 2:14-16, 1 Thess 5:22).
7. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21, Rom 10:9-10, 1 Cor 6:9-11).
8. We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31, Luke 6:31). Hatred and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the Open Arms Pregnancy Clinic.

### **STATEMENT ON THE SANCTITY OF HUMAN LIFE**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

## PHILOSOPHY OF MINISTRY

1. We are not in the ministry to serve people, but to worship and serve God. In worshiping and serving Jesus Christ, He will enable us to minister to those who come to the OAPC. If our focus shifts, our ministry will be less effective.
2. The glory and praise of God should be at the end result of our ministry. While we count the number of clients who come in and the number of clients who do or do not keep their babies, we must not allow statistics to become the basis of the center's definition of success.
3. We strongly affirm that the pro-life position entails an active support and vital concern for the welfare of the pregnant woman. This involves meeting her needs at a physical, spiritual, and emotional level. This even extends to those women who decide to abort their children; that is, our care is not conditioned on the basis of their decisions being morally correct. This also involves demonstrating respect and concern for those women who intend to abort, whether or not they have received counsel and education.
4. We live in the midst of spiritual enemies and if we do not defend ourselves on every side with the shield of patience, we will not go long without a wound. Moreover, if we do not fix our hearts strongly on God with a sincere will to endure all things patiently for Him, we will not be able to bear the heat of this warfare. We ought to continually converse with God in prayer, meditate on His Word and fellowship with other committed believers in a local church.
5. We ought to undergo all things cheerfully – labors and sorrows, trials, temptation, vexations, anxieties, necessities, infirmities, injuries, detractions, rebukes, humiliations, shame, correction, and contempt. These are aids to virtue; they are the tests of the young soldier of Christ. These forge the heavenly crown.
6. God is teaching us through all the circumstances of daily operation and outreach as well as serving on the board and in committees. The hands-on part of the ministry is not the only area God will use for transformation. Being faithful when there are no clients and finishing up office work, sorting clothes, etc., are a test of commitment.
7. We are in process. God is as interested in transforming the lives of the staff through the work of the OAPC as He is in the salvation and transformation of the women and men who come to the Center.
8. God will use the OAPC to rework priorities, test and strengthen the lives of the staff and reshape relationships.
9. Take the temperature of your home life often. No ministry is more important than your family. Lines of communication between you and your family need to stay open continually as your involvement in the ministry develops. Be realistic with your time commitment before the Lord.
10. The ministry is always growing and changing. Be flexible and open to God's leading at all times.
11. God will teach you patience and will give you strength to deal with the challenge of the ministry as you submit to Him in prayer, study His Word, and fellowship with other believers.
12. Do not compare the progress of your development as a Christian with another Christian. You have a unique set of gifts that God will strengthen and refine as well as areas that God will transform. He uses different pressures and experiences to refine each person.



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## Volunteer Expectations

Our effectiveness in reaching and changing the lives of women and men struggling with an unintended pregnancy is largely due to the great work our volunteers do. Open Arms works well because our volunteers approach their service with the same due diligence and firm commitment that our staff requires of themselves. We expect our volunteers to uphold high standards of professionalism, personal responsibility and Christian character in all we say and do. To this end, we expect each volunteer to do the following:

### 1. Be Dependable

Staff and clients are depending on us. It is vital that our volunteers keep their word and provide to be dependable. Good intentions that lead to missed appointments or unfinished tasks leave us vulnerable to losing credibility and trust with clients who already feel they have no one to turn to for reliable help and with our donors who trust us with using their treasure efficiently and effectively. We expect volunteers to show up on time and stay for the time they have committed to this vital ministry.

### 2. Maintain a servant's heart

There are many jobs that need doing at Open Arms, some are thrilling and many are menial. We expect our volunteers to help where needed. We are equally committed to helping each volunteer enjoy being at Open Arms and have an opportunity to exhibit their God-given gifts and talents. Those coming to counsel women in unplanned pregnancy will receive additional training, mentoring, and ongoing input from the Client Services Manager, Nurse Manager, and/or Executive Director.

### 3. Follow Open Arms' approved Policies and Procedures

Open Arms is committed to excellence and integrity in all we do. The policies and procedures of Open Arms are written to foster excellence and protect and guide all Open Arms staff and volunteers in carrying out their duties. We expect volunteers to follow all written policies and procedures and to work cooperatively with supervisors.

### 4. Grow in knowledge and love of Christ

Open Arms is committed to being a Christ-centered outreach, with each volunteer growing in a personal relationship with Jesus Christ as the foundation and guidance system of our service. It is important for our volunteers to be involved in and regularly attending a local church.

Colossians 3:23 " *Whatever you do, work heartily, as for the Lord and not for men.*"

(used with permission from AWC)

# Volunteer Application



|   |                    |                   |
|---|--------------------|-------------------|
| <b>Volunteer Position Applied For/Area of Interest:</b> |                    |                   |
| <b>Last Name</b>  | <b>First Name</b>  |                   |
| <b>Street Address</b>                                   |                    |                   |
| <b>City</b>   | <b>State</b>       | <b>Zip</b>        |
| <b>Email</b>  |                    | <b>Birth Date</b> |
| <b>Mobile Number</b>                                    | <b>Home Number</b> |                   |

|                                   |                               |                               |                                     |                                |                              |
|-----------------------------------|-------------------------------|-------------------------------|-------------------------------------|--------------------------------|------------------------------|
| <b>Emergency Contact:</b>         |                               |                               | <b>Phone Number:</b>                |                                |                              |
| <b>Days Available</b>             | <input type="checkbox"/> Mon  | <input type="checkbox"/> Tues | <input type="checkbox"/> Wed        | <input type="checkbox"/> Thurs | <input type="checkbox"/> Fri |
| <b>Times Available</b>            | <input type="checkbox"/> A.M. | <input type="checkbox"/> P.M. | <b>Total Weekly Hours Available</b> |                                |                              |
| <b>How did you hear about us?</b> |                               |                               |                                     |                                |                              |

|   |                                 |                                     |                                  |                                   |                                  |
|---|---------------------------------|-------------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| <b>Marital Status</b>   | <input type="checkbox"/> Single | <input type="checkbox"/> Cohabiting | <input type="checkbox"/> Married | <input type="checkbox"/> Divorced | <input type="checkbox"/> Widowed |
| <b>How many years?</b>  |                                 |                                     | <b>Number of children:</b>       |                                   |                                  |
| <b>If divorced, separated, or cohabitating, please comment:</b> |                                 |                                     |                                  |                                   |                                  |

|   |                           |
|---|---------------------------|
| <b>CURRENT/PREVIOUS VOLUNTEER EXPERIENCE:</b> |                           |
| Most recent (or current) experience first.    |                           |
| <b>Organization:</b>                          | Date: From _____ To _____ |
| <b>Position/Duties:</b>                       |                           |
| <b>Organization:</b>                          | Date: From _____ To _____ |
| <b>Position/Duties:</b>                       |                           |

**CURRENT/PREVIOUS EMPLOYMENT HISTORY:**

Most recent (or current) experience first.

**Employer:**

Date: From

To

**Position/Duties:****Employer:**

Date: From

To

**Position/Duties:****Have you ever been convicted of a crime?** No Yes**If yes, please describe:****How did your interest in the OAPC begin?****What makes you want to volunteer at the OAPC?****How does your spouse/family feel about the possibility of your involvement?****Personal strengths:****Personal weaknesses:**



|   |                         |              |
|---|-------------------------|--------------|
| <b>Church currently attending:</b>  | <b>Number of years:</b> | <b>City:</b> |
| <b>Are you a member?</b> If no, please explain.   |                         |              |
| <b>In what ways are you serving at your church:</b>   |                         |              |
| <b>Briefly share how you accepted Christ as your Lord and Savior.</b>   |                         |              |
| <b>Who is Jesus Christ?</b>   |                         |              |
| <b>What changes in attitudes, desires, or behavior have you observed since your professed faith in Christ?</b>  |                         |              |
| <p>- I agree to uphold the Statements of Mission, Faith, Principle, and Philosophy of Ministry.</p> <p>- <b>Medical / Insurance Waiver</b></p> <p>I understand that the Open Arms Pregnancy Clinic (OAPC) does not carry insurance that covers injury to a volunteer. I will carry adequate medical insurance to cover myself, but if I do not carry adequate medical insurance, I accept full responsibility for medical costs associated with an accidental injury while volunteering at the clinic. I hereby release and forever discharge and hold harmless OAPC and its successors and assigns from any and all liability, claims, and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from my volunteer activities with/at OAPC.</p> <p><b>Print Name:</b> _____</p> <p><b>Signature:</b> _____ <b>Date:</b> _____</p> |                         |              |

**For Client Services and Medical Volunteers Only**

Have you had an abortion(s)

No

Yes

When?

Have you received post-abortion counseling?

No

Yes

If yes, when and how was it?

If you have ever talked to a man/woman who was considering abortion; describe this experience:

How do you view single parenting for men/women?

How do you view adoption?

Are you currently seeking to adopt a child?

Is there ever a time when abortion is an acceptable solution?

What is your view of sex outside of marriage?

What is your view on the use of contraceptives for single sexually active men or women?