



**Sunlight
Home**

A RAY OF HOPE

Volunteer Handbook

Sunlight of Collier County

Statement of Faith

A. Authority of the Statement of Faith

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. We do believe, however, that the Statement of Faith accurately represents the teachings of the Bible and, therefore, is binding upon all Board Members, Directors, officers, employees, and volunteers.

All literature, whether print or electronic, used in this corporation shall be in complete agreement with the Statement of Faith. All activities permitted or performed in any facilities owned, rented, or leased by this corporation, or engaged in by any member of the corporation's staff (volunteer or paid), and all decisions of the administration of this corporation shall not conflict with the Statement of Faith. In all conflicts regarding interpretation of the Statement of Faith, the President and Board, on behalf of the corporation, have the final authority.

B. Statement of Faith

1. Beliefs on Doctrine

a. The Authority of Scripture

- i.** We believe that the Bible is the word of God, written by chosen men. The Bible provides an authoritative guide for faith and the practice of our faith. We believe the Bible provides us with the framework in which to live our lives and conduct ourselves in Christian community with those around us (believers and non-believers).

b. The Trinity

- i.** We believe in the Holy Trinity and that God exists as three-in-one: God the father, God the son and God the Holy Spirit. We believe that each aspect of the Trinity is distinct, yet they are all one.

c. Jesus Christ

- i.** We believe that Jesus Christ is the son of God and was born of the Virgin Mary. Jesus Christ lived a sinless life and was crucified, as atonement for sins he did not commit. We believe that he was resurrected from the dead and arose to Heaven offering salvation and freedom from the punishment of sins to all those who believe in him.

d. Depravity of Man

- i.** We believe that man is inherently sinful and fallen due to the disobedience of Adam and Eve in the Garden of Eden and that every aspect of human nature is affected by sin. We believe that we are incapable of saving ourselves from the consequences of our sins and that good deeds do not take away those consequences.
- ii.** The only freedom from the consequences of sin is through the divine grace and redemptions offered by God who sent his only son to bear the punishment of our sins, so that we may live. We believe the punishment for sin is death.

- e. Salvation
 - i. We believe that one is saved only by accepting Jesus as their Lord and savior. We believe that we must repent our sins and trust in God's grace. We do not believe that salvation can be achieved by good works alone.
 - f. Creation
 - i. We believe that God created Adam and from Adam, created Eve. We believe that God created the world and all things that exist in it. We believe in the preservation and appreciation of his creation.
2. Beliefs on Cultural Issues
- a. Marriage and Sexuality
 - i. We believe that the term "marriage" has only one legitimate meaning, and that is marriage sanctioned by God, which joins one man and one woman in a single, covenantal union, as delineated by Scripture. Marriage ceremonies performed in any facility owned, leased, or rented by this corporation will be only those ceremonies sanctioned by God, joining one man with one woman as their genders were determined at birth. Whenever there is a conflict between the corporation's position and any new legal standard for marriage, the corporation's Statement of Faith, doctrines, and biblical positions will govern. (Gen. 2:24; Eph. 5:22-23; Mark 10:6-9; I Cor. 7:1-9.)
 - ii. We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage as defined in (i) above. We believe that any other type of sexual activity, identity, or expression that lies outside of this definition of marriage, including those that are becoming more accepted in the culture and the courts, are contradictory to God's natural design and purpose for sexual activity. (Gen. 2:24, 19:5; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1, 6:9-10; 1 Thess. 4:1-8; Heb. 13:4.)
 - iii. 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 and the rejection of one's biological gender is a rejection of the image of God within that person. (Genesis 1:26-27)
 - b. Family Relationships
 - i. We believe that men and women are spiritually equal in position before God but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home, and men are to be the leaders (pastors and elders) of the church. (Gal. 3:28; Col. 3:18; 1 Tim. 2:8-15, 3:4-5, 12)
 - ii. We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the church. The wife is to submit herself to the Scriptural leadership of her husband as the church submits to the headship of Christ. Children are a wonderful gift and heritage from the Lord. Parents are responsible for teaching their children spiritual and moral values through consistent lifestyle example and appropriate training and discipline. (Gen. 1:26-28; Ex. 20:12; Deut.

6:4-9; Ps. 127:3-5; Prov. 19:18, 22:15, 23:13-14; Mk. 10:6-12; 1 Cor. 7:1-16; Eph. 5:21-33, 6:1-4; Col. 3:18-21; 1 Pet. 3:1-7)

c. Abortion.

- i. We believe that human life begins at conception and that any unborn child is a living human being created in the image of God and must be valued and protected. (Job 3:16; Ps. 51:5, 139:13-16; Isa. 44:24, 49:1, 5; Jer. 1:5, 20:15-18; Luke 1:36, 44.)

d. Euthanasia.

- i. We believe that an intentional act or omission that facilitates premature death, is assuming a decision that is to be reserved for God. We do not believe that discontinuing medical procedures that are extraordinary or disproportionate to the expected outcome is euthanasia. (Ex. 20:13, 23:7; Matt. 5:21; Acts 17:28.)

e. Love.

- i. We believe that we should demonstrate love for others, not only toward fellow believers, but also toward those who are not believers, those who oppose us, and those who engage in sinful actions. We are to deal with those who oppose us graciously, gently, patiently, and humbly. God forbids the stirring up of strife, the taking of revenge, or the threat or use of violence as a means of resolving personal conflict or obtaining personal justice. Although God commands us to abhor sinful actions, we are to love and pray for any person who engages in such actions. (Lev. 19:18; Matt. 5:44-48; Luke 6:31; John 13:34-35; Rom. 12:9-10, 17-21, 13:8-10; Phil. 2:2-4; 2 Tim. 2:24-26; Titus 3:2; 1 Peter 3:8-9; 1 John 3:17-18)

f. Disputes within the Church.

- i. We believe Christians should work to resolve disputes within the body of Christ. We therefore believe that all disputes unable to be so resolved must be handled through binding Christian arbitration. (1 Cor. 6:1-8; Eph. 4:31-32)

g. Protection of Children.

- i. We believe that children are a heritage from the Lord and must be absolutely protected within this corporation from any form of abuse or molestation. This corporation has zero tolerance for any person, whether Director, officer, paid employee, volunteer, or visitor, who abuses or molests a child. (Ps. 127:3-5; Matt. 18:6, 19:14; Mark 10:14)

Sunlight of Collier County

Mission Statement

Sunlight of Collier County is a faith-based organization with programs to assist abused, impoverished, and trafficked women who are pregnant and struggling single mothers. Our programs are rooted in the love of the Lord and it is through His love that we are able to provide unconditional love to all those we are fortunate enough to help.

Sunlight of Collier County

Volunteer Mission Statement

The Sunlight Home volunteer program exists to connect people who have a desire to share their God-given talents and passion with those in our care by offering personal opportunities that are meaningful to our volunteers and beneficial to our ministry.

About Sunlight

Sunlight Home was created as a safe home for pregnant women and teens in 1994. The work of Sunlight Home has always been rooted in faith, but the methods of our operations have changed to meet the needs of the current times. As the world continues to change, the trauma and abuse endured by our residents has continually worsened.

The cornerstone program of Sunlight Home has always been a long-term life restorative program for pregnant women and teens. It is our firm belief that in order to truly help the women who need us, we need to create lasting change in them.

To meet the needs of the changing world, our programming has expanded into 4 different program areas.

1. Embrace: Short-Term Residential Program. The purpose of Embrace is to provide pregnant women in difficult situations an opportunity to escape and regroup. Women enter into the Embrace Program during their pregnancy and may reside at Sunlight Home until 8 weeks after they give birth. We want to ensure that Embrace Participants are receiving adequate pre-natal care and that they are prepared through our parenting classes to parent their babies. Another goal of the Embrace program is to provide occupational assistance by reviewing and revising the

resume of the Embrace Participant and providing on-site job training that could increase their employability, if possible.

2. Empower: Long-Term Residential Program. The purpose of the Empower program is to disrupt negative life cycles and teach program participants how to be independent and successful in the world. Empower Participants reside at Sunlight Home for up to 2 years after giving birth. During that time, they complete financial planning classes, mental health counseling, parenting classes, Bible study, life coaching, career counseling, and more. Each program participant is unique, so we work with the participants to create individualized benchmarks, objectives and goals for their time at Sunlight Home. The first task for every participant is to complete a GED program, if they have not previously graduated high-school or the equivalent. Some participants complete vocational and post-secondary education and others work to find jobs, with promising potential, as they continue to develop and grow. One of the primary goals of the Empower Program is for participants to leave the program with at least \$20,000 saved.

Strategic Programming Plan

Sunlight of Collier County



Embrace

- Short Term - Preg. +8weeks
- Quick intervention is our objective.
- Provide safety for women.
- Provide access to prenatal care.
- Less rules, but must follow general house protocol.
- Boost employability during stay.
 - Sunlight work-skills program
 - Resume drafting
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Empower

- Long Term Program
- Larger investment of resources in women
- More restrictions
- This is the classic Sunlight Home program.



Embark

- Sliding-scale shared rental properties for single mothers.
- Sunlight Home staff available for assistance.
- Residents would be accountable and participate in a financial program to ensure they're saving money.
- Apartments would be checked weekly to make sure it was clean, well-maintained, and safe for children.



Enrich Outreach

- Provide "Blessing Bags" and baby essentials to struggling local moms
- Maintain an extensive list of local resources and provide information to struggling local mothers.
- Create a community of moms inviting them to BBQ's, speakers, etc. creating relationships with our organization and amongst the community of moms.

3. Embark: Sliding Scale Rentals for Single Mothers. The purpose of the Embark Program is to provide affordable housing for single mothers who are financially struggling. The Embark Program strives to ensure that struggling mothers are working towards a stable future for themselves and their children. Each Embark participant must take part in financial planning programming and regular staff check-ins to ensure that program participants are parenting in a healthy and sustainable way.

4. Enrich: Outreach Program. The Enrich Program allows Sunlight to help single mothers, who have a place to live, but are struggling to make ends meet. Through the Enrich Program, we provide local mothers with Sunlight Blessing Bags that contain handpicked essentials for

themselves, and their children based on their responses to our Questionnaire. In addition to providing them with a Sunlight Blessing Bag, we let them know we are a support system for them. We maintain a list of resources available for struggling mothers and let them know they can contact us at any time. If we are unable to help them with their need, we will do our best to refer them to other local agencies that can provide the specific assistance they need or require.

How We Operate

Sunlight of Collier County is supervised and governed by an agency that was statutorily created specifically for Christian childcare facilities. We are audited by them yearly and take their requirements very seriously.

Sunlight is a privately funded non-profit organization. That means we do NOT accept any government funding and rely exclusively on the generosity of private donors and grants.

We operate and function on a small budget and must work hard and wear many hats to make the organization function successfully.

We rely heavily on donated items to provide the services to our residents as well as our community.

We have a lot of rules in place to ensure that regardless of a program participant's background and past traumas, they feel safe and respected. Some residents will have issues with our rules, until the intentionality of said rule is explained to them in detail. We usually don't know the level of trauma a resident has experienced until they have gotten comfortable.

Volunteer Levels

Level One Volunteer:

- Complete basic application form
- Supervised by staff members at all times
- Limited interactions with participants
- Basic background check

Examples: Administrative assistance, handyman tasks, meal prep, teaching a group class or skill, tutoring.

Level Two Volunteer:

- Complete online training course
- Undergo fingerprinting and CPR training
- Permitted to spend time with residents unsupervised
- Interactions generally within the house or in the presence of staff
- May transport adult participants without their minor children

Level Three Volunteer:

- Completed required hours as a Level Two Volunteer
- Trusted by the organization to take on a mentorship role
- Allowed one-on-one mentorship with participants
- May leave the property with the participant and their minor child together
- Continue to collaborate with staff for guidance and support

Volunteer Policies and Procedures

Sunlight of Collier County recognizes the critical role of its volunteers, and is extremely grateful for the dedication, time, compassion, and energy provided to all our program participants across our ministry. Understanding and abiding by the following policies is critical in treating our participants in a manner that reflects biblical character, shows respect for the value and dignity of all people, recognizes the need for protection and well-being of participants and is God-honoring.

Violation of one or more of the policies described herein could result in dismissal from volunteer duties.

1. Confidentiality

- Observe, maintain, and protect confidentiality regarding our participants.
- Avoid sharing information with others that may identify one of our participants.
- Any information regarding a participant that is shared with you by a child, roommate, staff or board member must be kept **strictly** confidential.
- You may not share any personal information about our guests (children or adults) on any social media outlets or with anyone outside of Sunlight.
- Refrain from taking photographs of our participants unless you are expressly asked by a member of the management team.
- Never ask a staff member about the particular circumstances surrounding a participant.

2. Appropriate Attire

- Volunteers are asked to maintain modest and respectful dress attire.
- Sweats, low cut tops and short shorts/skirts are discouraged.

3. Authority

- Please immediately direct any questions or concerns you may have about our participants with regard to schedule, behavior, discipline, programs, etc. to the staff on duty.

4. Physical Contact

- Avoid being along with any participant (child or adult) at any time, unless otherwise specified.

- Your interactions with any participants is to take place in open common areas. Volunteers are not permitted to be in guests' bedrooms or bathrooms.
- Do not accompany children in our care to the bathroom. If a child needs assistance going to the bathroom or a diaper change, please ask staff.
- Avoid initiating any physical contact with our participants. Many have suffered traumatic circumstances and physical touch (hugging, arm brush, etc.) can be an emotional trigger for them. Physical contact is ONLY appropriate if initiated by the resident. Appropriate physical touching would be hugging and holding hands during prayer.
- Avoid horseplay and tickling children. Avoid any situations where your intentions could be questioned by any of our participants.
- Giving a child a hug is ok with the child's permission.

5. Interactions with Residents

- Do not give residents your phone number or home address. The only exception would be for a mentor to provide their phone number to a mentee with permission from management.
- Refrain from making any legal, medical, or financial suggestions or attempting to provide any advice. These concerns should be directed to the managerial staff on duty.
- Do not transport any participants without appropriate prior approval.
- Volunteers bringing their own children to any Sunlight activity are responsible for their children's behavior and whereabouts at all times.
- Children attending with parents must be supervised by the parent at all times and are not permitted in bedrooms or in bedroom hallways.

6. Gifts

- Do not give gifts or money to participants. Gifts should only be made to the organization and any gifts must be **approved in advance** by management.
- Do not accept gifts or money from any participants for any reason.
- If volunteers see a need for a particular participant, they should report the need to a member of management so that the most appropriate method of meeting the need can be initiated.

7. Personal dedication

- Please help us by arriving on time when you have committed to help our ministry. We rely on our volunteers.
- If you are unable to volunteer, please let us know as soon as possible.
- Consistently act with compassion and professionalism.
- Maintain professional boundaries with all participants.
- Maintain an environment free from harassment, discrimination, and unprofessional conduct.
- If you see any suspicious behavior, please report it immediately to management.
- Respect our participants and do not debate with them regarding their culture or religious views.

- Volunteers are free to share the Gospel with participants but are asked to respect boundaries of participants when they are presented or stated.
- When a volunteer uses their personal car for Sunlight, Sunlight will reimburse for mileage. Please document request for milage and provide to Director of Operations.

8. Tracking Time

- Please track all the time you spend volunteering at Sunlight on your Volunteer Log.
- This information is critical for us, as a non-profit organization and must be reported by us annually.

THANK YOU!!

If you ever have a question, please ask us. We are so thankful for your support in our ministry and mission!

Sunlight Home Volunteer Opportunities

Driving Advocate- Sunlight Home Residents often need transportation to and from work, appointments, and errands. Providing transportation is a wonderful way to connect with our mothers and often becomes an informal mentoring opportunity. (Level 1, 2 or 3)

House Coverage- This involves coming to Sunlight Home for a period to assist with supervising our residents and their children. The most important role while a volunteer is providing house coverage is to be available to the residents and interact with them and their children. It is important that our residents know that people care about them. This is a great opportunity to engage with moms and babies and offer advice and companionship. (Level 2)

Babysitting- There are many opportunities for babysitting at Sunlight Home. If you love babies and toddlers, this would be the perfect position for you! Our residents work, go to school, and take part in several programs we offer them each evening, and would love a helping hand with their little ones! (Level 2)

Sorting/Organizing Donations- Sunlight Home is blessed to receive a lot of donated items and often needs assistance sorting and organizing them. (Level 1)

Fundraising and Events- Our fundraising campaigns and events are vital to our ongoing success. Volunteers who enjoy planning, organizing and are gifted at putting together events would be ideal to serve in this area. (Level 1)

Teach a Class or Skill to our Residents- Our residents LOVE to learn new information and develop new skills from our volunteers! (Level 1)

- Are you a great cook? We would love for you to teach our residents how to prepare your favorite dish!
- Are you good at budgeting? Share your knowledge with our moms! They will be beyond grateful to learn from you!
- Do you love scrapbooking? Come and show the ladies how to get started!
- We are open to learning about anything you want to teach us! Some ideas of subjects we think would be great for our residents are:
 - Nutrition
 - meal planning
 - art classes
 - household management
 - parenting
 - healthy relationships
 - time management
 - money management

Resident Employment Advocate- While residing at Sunlight Home, our residents must either further their education, or work. Often, these women come to us with little to no prior job experience and our Resident Employment Advocate will assist them in obtaining a job. This position would be

responsible for helping our residents develop resumes and cover letters, prepare for interviews, and learn job skills that are vital to their future career goals. (Level 1)

Sunlight Home Resident Mentor - a Mentor offers encouragement and empowers a mom to take on the challenges they are facing while living at Sunlight Home. A mentor will also help our residents work toward their goals for a brighter future. Mentoring is designed to empower each young woman to progress forward in their lives and offers women strong role models who encourage them to set and achieve personal goals. This volunteer position will need to be able to commit to a consistent partnership. Visiting, texting, calls, letters, and spending time in and out of Sunlight Home with the resident you are mentoring are all ways a mentor can be there for their resident. If you are looking for a highly engaged volunteer opportunity, we would love you to consider mentoring! (Level 3)

Prayer Advocate- Prayer is a foundational, ongoing and vital need for Sunlight Home. There are many ways to be a prayer advocate. One way prayer needs will be communicated is through email. If you are interested in knowing how you can pray for us and receiving updates, please visit www.sunlighthome.org/prayer to be added to our prayer list. (Level 1)

Baby's First Days Advocate- The role of a Baby's First Days Advocate is to be a support for our new moms when they return home from the hospital after giving birth. They will help guide our resident through the first few days of being a mother (making sure she is comfortable with feedings, diaper changing, swaddling, soothing the baby, taking care of herself, etc.) When we are expecting a mom to give birth, we will send out an email to our Baby's First Days Advocates with a signup for shifts. This volunteer position is so important to our moms and they will never forget all the advice and assistance you offer them during this exciting yet terrifying time! (Level 2)

Facilities Volunteer- Calling all handymen and handywomen! If you are great at fixing things inside the home, we would love your help as needed at Sunlight Home! (Level 1)

Landscape Volunteers- Do you have a green thumb? We always need assistance with weeding, curb appeal and garden maintenance! We would love your help and to learn your secrets! (Level 1)

Administrative Volunteers- Administrative volunteers are needed to assist with mailings, paperwork, filing and phone calls. (Level 1)

Sunlight Home Ambassadors- Sunlight Home Ambassadors are spokespeople for our ministry and can help in several ways. If you enjoy talking to people and are passionate about Sunlight Home and our mission, this would be a great opportunity for you! Sunlight Home Ambassadors could help by: (Level 1)

- Organizing a donation drive at a business you are associated with.
- Representing Sunlight Home at community events and handing out educational information about our program.
- Visiting local businesses and non-profit organizations and teaching them about our programs
- Being a church contact- connect us with your church by introducing us to the leadership and arranging a time when we can speak to the congregation.

- Simply spreading the word about our ministry in the community throughout your daily life.

Social Media Volunteers- Do you love creating meaningful content for Facebook and Instagram? Do you love playing in Canva and making visually pleasing infographics? Do you love scrolling through Facebook groups and seeing if you can be of assistance to anyone? If you answered yes to any of these questions, Sunlight Home would love to have you as a Social Media Volunteer. Social Media Volunteers can help by:

- Developing meaningful and engaging posts for Facebook and Instagram
 - Searching local Facebook groups for mothers who are struggling in our community and responding with information about our program and our outreach efforts.
 - Assisting with fundraising campaigns by designing visually pleasing mailing and invitations to special events.
 - Spreading the word about Sunlight Home to local organizations and members of the community who work with women who would benefit from our program.
- (Level 1)