



INSTRUCTIONS FOR COMPLETING THE VOLUNTEER APPLICATION

THANK YOU FOR YOUR INTEREST IN SERVING WITH ENCOMPASS MINISTRIES!
PLEASE FOLLOW THE STEPS BELOW TO COMPLETE YOUR APPLICATION:

1. **PRINT THE APPLICATION**

- DOWNLOAD AND PRINT THE VOLUNTEER APPLICATION FORM.

2. **COMPLETE THE APPLICATION**

- FILL OUT ALL SECTIONS OF THE APPLICATION COMPLETELY AND LEGIBLY.
- BE SURE TO PROVIDE ACCURATE CONTACT INFORMATION.

3. **BACKGROUND CHECK FORM**

- COMPLETE THE BACKGROUND CHECK FORM INCLUDED IN THE APPLICATION PACKET.
- THIS FORM **MUST BE NOTARIZED** BEFORE SUBMISSION. YOU MAY USE ANY LICENSED NOTARY PUBLIC.

4. **RETURN YOUR PACKET**

- ONCE YOUR APPLICATION AND BACKGROUND CHECK FORM ARE COMPLETED, RETURN THE ENTIRE PACKET TO US EITHER:

- **BY MAIL:**

ENCOMPASS MINISTRIES
6551 COMMERCE PARKWAY
WOODSTOCK, GA 30188

- **IN PERSON:** DROP OFF AT THE SAME ADDRESS DURING OFFICE HOURS.

5. **NEXT STEPS**

- ONCE WE RECEIVE YOUR APPLICATION, OUR TEAM WILL REVIEW YOUR INFORMATION AND CONTACT YOU REGARDING THE NEXT STEPS IN THE VOLUNTEER PROCESS.



6551 Commerce Pkwy
 Woodstock, Ga 30189
www.Encompassministriesinc.org
 770-591-4730
 Fax: 678-540-8583

VOLUNTEER

Application
 Date: _____

Encompass Ministries is a Christian non-profit organization. Our mission is to apply Christian principles while providing a wholeness approach to people's needs. The food assistance program is available to families in a financial setback whereby food is at-risk in the household. Encompass Ministries "partners" with the families as they work to regain stability. The education divisions of the organization are open to the community.

Thank you for your interest in volunteering with us. We ask that you provide the following information. Please feel free to ask for clarification on any question rather than leaving it blank. Also, a background check will be completed before you begin as part of this application process. We look forward to receiving your information. Thank you.

Name:		Phone – HOME	Email Address:
		Phone - CELL	
Address:			
How did you hear about Encompass Ministries?			Date of Birth:
Please check your area(s) of interest:			Shirt Size:
<input type="checkbox"/> 1) Front Office	<input type="checkbox"/> 6) Organic Garden		
<input type="checkbox"/> 2) Donation Sorting	<input type="checkbox"/> 7) Fundraising / Special Projects		
<input type="checkbox"/> 3) Housekeeping	<input type="checkbox"/> 8) Advisory Board		
<input type="checkbox"/> 4) Building Maintenance	<input type="checkbox"/> 9) Other		
<input type="checkbox"/> 5) My Community Spirit Magazine			
What is your faith?		What is the name of your place of Worship?	
Please list / describe your skills that may benefit the organization:			
Please list your "availability" (days/hours) Weekly? One-time Event/Project? Or As Needed?			
How many pounds are you able to lift?	<input type="checkbox"/> Check if you need Community Service hours (If you are looking for Community Service hours, please complete second section)		
Signature:		Date:	
Emergency Contact Name and Phone:		Relationship to you:	

Volunteer Areas of Interest: Brief Descriptions

1) Front Office:

- Answer Phones, take messages
- Greet front door visitors: clients and those bringing in donations.
- May include using a copier to reproduce training materials, newsletters must be able to lift 15 pounds
- Computer Projects (Need to know Microsoft Word & Excel.) *Please submit resume*

2) Donation Sorting:

- Process incoming donations following current systems and processes.

3) Client Pantry Attendant:

- Assist clients as they choose groceries.
- Restock shelves as necessary.

4) Recovery Support:

- Someone in recovery who can work with others in recovery.

5) My Community Spirit Magazine:

Contributing Writers:

- Freelance articles pertinent to Christian lifestyles. *Please Submit writing examples. *

Distribution:

- Assist in delivering bi-monthly magazines into the community locations.

Layout:

- Knowledge of InDesign.

*Please submit resume and samples. *

6) Organic Garden:

- Assist in watering, planting, weeding the organic garden.

7) Housekeeping:

- Cleaning office space: vacuum, dust, clean bathrooms, sweep floors, etc.

8) Building Maintenance:

- Assist as needed in repairs and/or small construction projects.

9) Fundraising/Special Projects:

- Good at organizing events, details, and timelines.
- Enjoys networking within the community and is not afraid to ask for community sponsorship.
- As needed when events arise.