

Miles Ministry

Volunteer Information Sheet

DO'S	DON'TS
Arrive on time: 09:30am for set up	Do not give client's money or anything. It's against policy. Check with Sister Miles before you give anything to the clients
Call in advance if you are not able to teach your schedule day	Do not give out your phone number
Leave all rooms as we found them: Clean, remove trash, sweep always	No pictures or videos of clients
Dress comfortable, T-shirt jeans ok	Do not give any special gift or donation to a client. It must be approved with Sister Miles. If that person has a special need of some kind that is not in the donations- we must check with Sister Miles
Always stay prepared to teach in case you have to start the class	Never give clients money/or bring them cigarettes
The ladies sometime come into the room at 10am- it is okay to get started early if you check with the monitor to see if all the ladies in the class have arrived. ASK. We start class no matter what at 10:45am- that is why we have you training so you will know what to do if speaker or Facilitator is	<p>No Mouth Wash for clients</p> <ul style="list-style-type: none"> • Do not discuss sexual choices with them • Don't point out their choice of partners or dress if they appear to have dress more like a male vs female

<p>running late or called in. "Get going with what God gave you the word.." Please ask Sister Miles for a work folder in case you find yourself doing the group solo/with instruction sheet</p>	<ul style="list-style-type: none"> • Our stance, we are to LOVE and not judge • Don't force any client to participate in worship, prayer, song, or dance or even stand. We do not Force Christ on them or our style of worship. It is their choice always not ours.
<p>Everyone should learn how to facilitate, open up class, and do the paper work. You will need to know where paper work goes to counselor on duty to give to Mr. Patrick- A copy of the lesson should be included</p>	<p>Keep a sharp eye on clients at all times when we bring food and snacks. The rule is that they cannot take any food out of the room. They must eat it before we dismissed class. If you see someone putting it in their bags just politely ask them to return item. Never be rude in dealing with the clients</p>
<p>Do turn in donated clothing to the New Hope Staff on duty- they will pick a time for the girls to shop</p>	<ul style="list-style-type: none"> • No racial remarks at all • Try not to let your cell phone ring during class- (*if need, step outside the room to talk and watch your language)

	<p>Clients are not to go through the donated items until class is over- We let the staff on duty have the clothes and she will pick a time for them to ship. Some items we make pass out if it is enough for all</p>
	<p>Never use class room 153 If we have to have a class in a room, it will be room 152 -NEW HOPE ROOM ONLY</p>

If you have any additional questions:

Contact Miles Ministry: 832-819-3057

Or email: milesministry2@gmail.com

Volunteer Acknowledgment Receipt of this form:

_____ Date: _____