

# Christian Women's and Christian Men's Job Corps of Nacogdoches

## Volunteer Registration

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Date of Birth \_\_\_\_\_ Email \_\_\_\_\_

Where do you work? \_\_\_\_\_

What do you do? \_\_\_\_\_

Education Completed \_\_\_\_\_

Special Training \_\_\_\_\_

Church Membership \_\_\_\_\_

Pastor's Name \_\_\_\_\_ May we contact your pastor? YES / NO

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Tell us about yourself:

Church / Community Activities	Current Participation	Previous Participation
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_____	_____	_____
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_____	_____	_____
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_____	_____	_____
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Do you agree with the CWJC Statement of Faith? (See page 2) YES / NO

Please give your personal testimony about your relationship with Jesus Christ on the reverse side of this sheet.

If volunteering to teach, what life skill or job skill would you like to teach? \_\_\_\_\_

Why? \_\_\_\_\_

What training or experience have you had in this area to qualify you to teach? \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Volunteer Signature Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Site Coordinator Signature Date

## Statement of Faith

### Christian Women's and Christian Men's Job Corps of Nacogdoches

We believe in the Trinity, God as Father, Son and Holy Spirit, and the Bible as the Word of God. Salvation comes through grace by believing in Jesus Christ as the only begotten Son of God, our Savior and Lord. Once saved, the Holy Spirit indwells, thereby instructing, guiding and empowering the individual to follow the mandate of Jesus Christ in daily living. Christian Women's and Christian Men's Job Corps is a response to His mandate.

Please indicate your agreement with this Statement of Faith by your signature.

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Name

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Date

# CWJC/CMJC VOLUNTEER INTEREST FORM

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Please check ministry team area(s) in which you are interested

### **Prayer Ministry Team**

- Email prayer team
- Other prayer teams
- Prayer-walk site

### **Support Ministry Team**

- Care packages
- Makeover (hair, make-up, etc.)
- Transportation (for students)
- School, office, kitchen supplies
- Computer technical support

### **Hospitality Ministry Team**

- Provide a meal for a class
- Decorate for special events
- Plan celebrations for ladies
- Provide food for special events

### **Life Skills/Job Skills**

- Bible study leader
- Budget and finance teacher
- Parenting skills teacher
- Computer facilitator
- Communications teacher
- Job readiness teacher
- (Resume's, mock interviews, work ethic, etc.)
- English Grammar
- Health and Wholeness teacher
- Math – Basic skills
- ESL Teacher
- How to take care of car
- \_\_\_\_\_(Other)

### **Publicity Ministry Team**

- Bulletin boards
- Church publicity
- Scrapbooking for CWJC
- Speaking to organizations about CWJC

### **Jail Ministry Team**

- Write letters of encouragement
- Visit on Wednesday if put on visitor list
- Pray for women/men in jail who are interested in CWJC/CMJC
- Be a mentor to someone in jail

### **Fundraising Ministry Team**

- Plan fundraising events
- Help with fundraisers
- Seek donations from businesses
- Seek donations for supplies & equipment
- Grant writing

### **Missions Ministry Team**

- Mission field trips to help others in need
- Activities for participants' families

### **Mentor Team**

- Be a mentor to participants

### **Office Assistant**

- Serve as Receptionist one day per week
- Serve as Office Assistant whenever possible

### **Technology**

- Prepare Power Point presentations
- Computer – data base

If you have an interest in something not listed, please note that on the back. Please give this form to the CWJC/CMJC representative or mail to – CWJC/CMJC / PO Box 632145 / Nacogdoches, TX 75963 / 936-564-2952. Site address is 902 SE Stallings Drive #4 (Drewery's Construction Office Building).

# Consent to Background Check

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_

Address \_\_\_\_\_

How Long At Current Address \_\_\_\_\_ Maiden Name \_\_\_\_\_

Previous Addresses \_\_\_\_\_

Please give any other name(s) that you have previously used \_\_\_\_\_

\_\_\_\_\_

Texas Drivers License # \_\_\_\_\_ Other Drivers License # \_\_\_\_\_ State \_\_\_\_\_

\* The above given information is necessary solely for the purpose of completing a background investigation

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I, \_\_\_\_\_ authorize CWJC/CMJC, it's staff, or it's agents to investigate my background in any manner it deems necessary and authorize all persons, companies, and law enforcement agencies, other agencies, and schools to release all information concerning my background, character, and suitability to become a participant, mentor, volunteer, or Board member.

I understand that this information may include, but is not limited to, arrest conviction and driving record information, and I hereby release all local, state, and federal law enforcement agencies, their officers, employees, administrators, and all other persons, companies, schools, firms, organizations, or agencies of any kind from any liability or claim of any type for providing, background information concerning me.

I certify that all information that I provided CWJC/CMJC, is true, correct, and complete information whether I provided the information verbally or in writing, I understand that any misrepresentations or omissions will immediately disqualify me for any participation opportunity with CWJC/CMJC either now or in the future.

**I agree to provide any documents or other proof, upon request from CWJC/CMJC that may be necessary to verify the information provided on my Application or to verify my qualifications.**

\_\_\_\_\_ Signature \_\_\_\_\_ Date

## Volunteer Release and Agreement

I wish to participate in the Christian Women's or Christian Men's Job Corps of Nacogdoches, a ministry of WMU (hereinafter referred to as the "Program") as a volunteer. For and in consideration of my being allowed to participate in the Program and any related activities, and in consideration of my being allowed to use the facilities of "Sponsoring Organizations" (defined below), I, on behalf of myself, my heirs, distributees, guardians, legal representatives, personal representatives, and assigns, agree and covenant as follows.

- I will not make a claim against, sue, attach the property of, or prosecute any action against the Christian Women's and Christian Men's Job Corps of Nacogdoches or any "Sponsoring Organizations" of the CWJC/CMJC. Sponsoring Organizations include but are not limited to any participating church, association, or organization and their affiliates; and any of these entities' employees, agents, servants, officers, directors, shareholders, successors, or assigns. This Release and Agreement includes and applies to any and all claims for any loss, injury, or damage related to or in any way arising from my participation in the Program and any related activities.
- I hereby release and further discharge the Christian Women's and Christian Men's Job Corps of Nacogdoches and the Sponsoring Organizations, including their volunteers, counselors, employees, agents, servants, officers, directors, shareholders, successors, or assigns, from any loss, injury, or damage resulting from any act and/or omission related to or in any way arising from the Program and any related activities.
- I understand and agree that the Christian Women's and Christian Men's Job Corps of Nacogdoches and the Sponsoring Organizations make no warranties, either express or implied, as to the character and fitness of any Participant in the Program.
- I agree to defend, indemnify, and hold harmless the Christian Women's and Christian Men's Job Corps of Nacogdoches and the Sponsoring Organizations, including their volunteers, counselors, employees, agents, servants, officers, directors, successors, or assigns (hereinafter referred to collectively as the "Released Parties") from and against any and all claims arising from my participation in the Program and any related activities. In the event a claim is made against any of the Released Parties on account of my participation in the Program and any related activities, I agree to indemnify and defend the Released Parties with regard to such claim, award, or settlement entered into or rendered on any such claim.

--Continued on next page--

Volunteer Release and Agreement cont.

I have carefully read this Release and Agreement and fully understand its contents. I am aware that this is a release of liability and a contractual agreement between me, the Christian Women’s and Christian Men’s Job Corps of Nacogdoches, the Sponsoring Organizations, and the other Released Parties. I further acknowledge and represent that I have signed this Release and Agreement of my own free will.

All understandings and agreements between me, the Christian Women’s and Christian Men’s Job Corps of Nacogdoches, the Sponsoring Organizations, and the other Released Parties are contained in this Release and Agreement. The terms of this Release and Agreement are contractual and not a mere recital.

\_\_\_\_\_  
Volunteer’s Name (Please print)

\_\_\_\_\_  
Site Coordinator’s Name (please print)

\_\_\_\_\_  
Volunteer’s Signature

\_\_\_\_\_  
Site Coordinator’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Confidentiality Agreement – Volunteers

For your benefit and in order that we may serve CWJC/CMJC participants well, we reserve the right to discuss certain aspects of participant relationships. Discussions are held in strictest confidence between the Christian Women’s and Christian Men’s Job Corps of Nacogdoches Site Coordinator and staff, teachers, the mentor support group, and volunteers.

As a volunteer, I commit to CWJC/CMJC of Nacogdoches that no discussion concerning confidential information will occur in circumstances where an unauthorized person may overhear the conversation. I will not identify information about any participant under any circumstances except in the presence of the above-mentioned staff of CWJC/CMJC. I agree to keep confidential any information pertaining to any CWJC/CMJC participant I may be privy to.

\* \* \* \* \*

I have read the above statement of confidentiality and agree to hold in confidence any information shared in my presence during interaction with the CWJC/CMJC of Nacogdoches Site Coordinator and staff, teachers, and other volunteers.

\_\_\_\_\_  
Volunteer Name (print)

\_\_\_\_\_  
Site Coordinator’s Name (print)

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Site Coordinator’s Signature

# Consent, Authorization and Release for Photograph / Video Media

I consent to the use and copyright of photograph / video media in which I am included for use in promotion and publications of Christian Women's and Christian Men's Job Corps and WMU.

I acknowledge that CWJC/CMJC and/or WMU is the sole owner of any photograph / video media in which I am included and can use it, as well as any printed matter related to the photograph / video media.

I release Christian Women's and Christian Men's Job Corps and WMU and its legal representative from any legal responsibility related to any photograph / video media in which I am included.

I represent that I am \_\_\_\_\_18 years of age and have the right to enter into this agreement.

\_\_\_\_\_ Under the age of 18 and my parent or guardian has consented to my execution of this consent.

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Signature

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Signature of Parent/Guardian

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Address

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Address

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City, State, Zip

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City, State, Zip

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Date

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Site Coordinator's Signature



# POLICIES FOR VOLUNTEERS AND COORDINATORS

## 1. Definition:

- a. The term “Volunteer” shall refer to teachers, staff, mentors, and others assisting in the ministry of CWJC/CMJC.
- b. The term “Coordinator” shall refer to Christian community volunteers occupying any Coordinator’s position approved by the Board of Directors which will be established for the purpose of carrying out the ministry of the Christian Women’s and Men’s Job Corps of Nacogdoches. CWJC/CMJC Coordinators shall be under the guidance and direction of the Executive Director. Volunteers will be under the direction of the appropriate Coordinator.

## 2. Confidentiality:

- a. CWJC/CMJC staff shall respect participant’s right to privacy. Discussions between any participant and the Executive Director, staff, teachers, mentor support group, or other volunteers are to be held in strictest confidence.
- b. Documented Information completed by participant(s) and volunteers is considered confidential with the exception of drug and alcohol use. Suspected drug or alcohol use will be reported to the Executive Director.
- c. Confidential records are to be secured in a locked cabinet within a locked room.

## 3. Reporting Abuse:

- a. Suspected neglect and physical or sexual abuse on a participant’s child/children is to be reported to the appropriate state agency and Executive Director. Advise participants against revealing something to you, which might be a legally reportable offense.
- b. Appropriate referrals shall be made on victims of physical, sexual, or emotional abuse.

## 4. Private Loans:

- a. Monetary loans between staff and participants are prohibited.
- b. Report any participant’s needs to the Program Coordinator for referral to appropriate community agencies.

## 5. Background Checks:

- a. References are required for coordinators.
- b. Background checks shall be made on all volunteers.

## 6. Incident Reports:

- a. Documentation by coordinators and volunteers of violations by participants that are deemed to be behavioral problems, or detrimental to the program – such as violation of any rules or policies, accidents or injuries, are to be investigated and reported to the Executive Director and handled in the best interest of the participant and CWJC/CMJC program.
- b. Incident Report forms may be secured from the office assistant.

**7. Appropriate Attire:**

- a. Volunteers shall dress in a manner that is consistent with a Christian witness and lifestyle and, in the matter of jewelry, remembering that less is better.
- b. Because modesty has become a problem with participants, all volunteers should strive to adhere to the same dress code as outlined for the participants.

**8. Coordinator and Volunteer Hours:**

Each coordinator and volunteer shall record hours of volunteer service in Staff Log Book.

**9. Conflicts:**

Problems that arise between participants and coordinators and volunteers or between staff members are to follow the principle of Matthew 18:15-16.

“If any of my followers sin against you, go and point out what was wrong. But do it in private, just between the two of you. If that person listens, you have won back a follower. But if that one refuses to listen, take along one or two others. The Scriptures teach that every complaint must be proven true by two or more witnesses.”

Advise program coordinator or executive director immediately when either a conflict or abuse of guidelines arises.

**10. Smoking:**

Smoking is prohibited inside and within 20 feet outside of site.

**11. Soliciting:**

Soliciting for funds is prohibited.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## CWJC/CMJC History

CWJC/CMJC is a late-twentieth-century addition to WMU's rich history of missions and ministry:

- **May 14, 1888** – Woman's Missionary Union organized in Richmond, Virginia.
- **July 7-8 1994** – WMU held the first planning meeting in Dallas, Texas, to discuss developing a program to address the needs of women / men in poverty.
- **March 1996** – The CWJC National Task Force met and approved the purpose statement. Initial planning for the National Certification Training for Site Coordinators began. WMU recognized they had "birthed a new baby".
- **October 1996** – The CWJC National Task Force met with site coordinators of the pilot sites for the first CWJC evaluation and concluded, "It works!"
- **March 1, 1997** – The official birthday of Christian Women's Job Corps was set
- **May 1997** – WMU was honored by having CWJC named as 1 of only 18 charter members of former vice-president Al Gore's Welfare to Work Coalition to Sustain Success.
- **August 1997** – The first National Certification Training for Site Coordinators was held.
- **1998** – The first participant entered phase 4 and gave back as a trainer mentor. There were 62 known sites in 13 states.
- **1999**- The statement of faith was adopted. There were 78 known sites in 18 states reported in March. There were 107 known sites in 22 states reported in August. The Nationally Registered Site program was implemented.
- **2000**- CMJC ministry for men was affirmed. The expansion to reach special audiences of women / men in prison and the adult entertainment industry was embraced by the National Advisory Council. The first grants were awarded from the CWJC/CMJC Endowment Fund and Sybil Bentley Dove Endowment Fund. The first site coordinators retreat was held in Chicago; there were 140 known sites in 26 states.
- **2001**-The first advanced training (forerunner of NCT Level 2) and CWJC training week was held.
- **2002**- CWJC's fifth birthday was observed across the country! The phases of CWJC were introduced. The first NCT Level 2 trainings were held. The first training was held for site coordinators of international pilot sites.
- **2004** – The first Christian Men's Job Corps site in San Angelo, Texas, officially registered with the national office.
- **2005** – According to the Annual Ministry Report Form for 2004, CWJC/CMJC involved over 10,000 staff, volunteers, and participants nationally.

## **Biblical Basis for CWJC/CMJC**

“The Lord’s Spirit has come upon me, because he has chosen me to tell the good news to the poor. The Lord has sent me to announce freedom for prisoners, to give sight to the blind, to free everyone who suffers, and to say, ‘This is the year the Lord has chosen’” (Luke 4:18-19 CEV).

The biblical basis for CWJC/CMJC is the same as for all holistic ministries. God is deeply concerned for those in need. As disciples, we are to imitate that care and be God’s hands and feet of mercy. Hundreds of verses in the Bible refer to God’s intense love for the poor, broken, or rejected. The Scriptures make it clear that caring for hurting people is a central aspect of true Christian discipleship.

Another reason to assist hurting people is that our witness in the world rests in large part on what the world sees the church doing through compassionate ministries. We become a visible, tangible demonstration of the reality and power of God when we imitate the Lord Jesus’ compassion for the poor, broken and rejected. When we rise to the challenge of empowering woman and men to move from dependency to self-sufficiency, we experience the great joy of letting our light shine before others, that they may see our good deeds and glorify God in Heaven (Matt. 5:16).

## **Biblical Guidelines**

CWJC/CMJC is a holistic ministry with the emphasis on treating people the way Jesus did. He was concerned for their emotional, physical, and spiritual needs. He understood material and physical needs. Consider the woman He healed physically and emotionally in Mark 5:25-34. Given her medical problem, she was considered permanently unclean. Because she was ashamed, she wanted her healing to go unnoticed. Yet, Jesus insisted that she tell her story, and he publicly praised her for her faith. Jesus deals with people as whole persons; and our ministry must similarly touch heart, mind, body, and soul.

A biblically faithful ministry also involves taking risks. The Good Samaritan was a risk-taker (Luke 10:25-37). He was in a site of frequent crime and violence. He was where there was someone hurt. He did not toss a battered man some money, canned goods, used clothing, or religious tracts. The Good Samaritan got up close and personal. He got dirty and may have placed himself at risk. He gave sacrificially of his time and money. Genuine compassion mixes our lives with the lives of those unable to help themselves. Practicing true mercy through CWJC/CMJC may allow pain into our lives that we would rather avoid. Sometimes, mercy cannot be confined to a predictable schedule, but spills over into time slots that we would rather protect. It requires building genuine relationships with people - relationships where mutual learning and giving takes place. CWJC/CMJC provides Christians with an effective, deliberate ministry. It does not practice random acts of kindness, but rather operates a thoughtful, well-conceived, effective ministry. Through this time-intensive, individually tailored program, CWJC/CMJC can empower participants to become economically self-sufficient, complete their education, obtain safe housing, or achieve their personal goals.

Jesus Christ showed us God’s love, grace, and compassion. When you experience this personally and your faith journey leads you into missions and ministry, then you go forward into a hurting world with the message of God’s unconditional love, forgiveness, and acceptance. We minister to others out of our love for Jesus Christ, ministering as though we were ministering to God (Matt. 25:35-40). These are foundational to our ministry of hope offered through Christian Women’s Job Corps and Christian Men’s Job Corps.

# Foundation of CWJC/CMJC

## Purpose

The purpose of Christian Women's Job Corps and Christian Men's Job Corps, ministries of WMU, is to provide a Christian context in which women and men in need are equipped for life and employment, and a missions context in which women help women and men help men.

## Key Elements

The essentials of CWJC/CMJC are the eight key elements:

- Certification (training for site coordinators)
- Advisory council
- Needs assessments
- Networking
- Covenants
- Evaluation
- Mentors
- Bible study

Not included in this list, but foundational to CWJC/CMJC, is prayer. Prayer is vital for a firm foundation, strong development, and a fruitful ministry. You will see benefits and rewards of interweaving prayer through each of the components.

## Statement of Faith

We believe in the Trinity – God as father, Son, and Holy Spirit – and the Bible as the Word of God. Salvation comes through grace by believing in Jesus Christ the only begotten Son of God, our Savior and Lord. Once saved, the Holy Spirit indwells, thereby instructing, guiding, and empowering the individual to follow the mandate of Jesus Christ in daily living.

## Cycle for Participant

Begin and/or grow in a personal relationship with Jesus Christ, then celebrate!

Complete job-readiness and life-skills program(s), and then celebrate!

Fulfill the CWJC/CMJC purpose, and then celebrate!

Give back to the CWJC/CMJC program, and then celebrate!

## Fulfillment of the CWJC/CMJC Purpose

The CWJC/CMJC purpose (to equip women and men for life and employment) is fulfilled when a woman or man has basic life skills necessary for self-sufficiency within her/his culture, which may include sustained employment, adequate income, housing, transportation, child care, and/or medical care.

# **POLICIES AND PROCEDURES FOR PARTICIPANTS**

## **(For your information only)**

*Upon my selection and participation in the Christian Women's Job Corps or Christian Men's Job Corps, I hereby agree to adhere to the following guidelines:*

To encourage a high level of trust, respect and openness in my class, I commit with my group members to do the following:

### **Enrollment**

The participant shall

- Participate in an interview with the Program Coordinator and/or Executive Director.
- Complete a written application and necessary forms.
- Exhibit the emotional maturity and educational background to successfully participate in CWJC/CMJC program.
- Exhibit the willingness to make changes in behavior that will result in personal and spiritual growth.

### **Attendance**

- Timely and consistent attendance is **required**.
- Any time a participant expects the possibility of being late or absent, they must contact the program before 9AM (or the scheduled start time) to inform CWJC of the situation.
- Failure to contact the program prior to class start time, or as soon as possible, will be considered **No Call, No Show**, and is grounds for dismissal from the program.
- **ALL** absences must be supported by documentation.
- Arriving between 9:00 and 9:30AM will count as tardy. Each tardy is considered 1/3 of a point. Three tardy days will be counted as 1 whole point.
- IF a participant arrives tardy for 2 or more consecutive days, they should expect to meet with the program coordinator to address attendance concerns.
- If a participant arrives between 9:30AM and noon, they will be considered as absent for ½ day, which will count as ½ of a point.
- If a participant arrives after noon, the participant will be counted absent for 1 day, which is 1 point.
- When a participant is tardy two consecutive days, she/he will be required to meet with the Program Coordinator.
- An attendance update will be provided to each participant on or about every 2 weeks. Participants will sign one copy of the attendance update and return the signed copy to the program coordinator. Signed copies of the attendance updates & warnings will be placed in the participant's file.
- Once a participant reaches 3 points, the attendance update will include a warning/reminder that the participant is approaching the maximum allowed points. The participant will need to meet with the program coordinator to address attendance concerns.
- Upon reaching 4 points, the attendance update will include a final warning. The participant must meet with the program coordinator to discuss attendance issues and determine eligibility to remain in the program. If a participant exceeds four points, she/he may be dropped from the program.
- The Executive Director has the authority to review extenuating circumstances, supported by documentation, on a case by case basis and make adjustments to any of the preceding policies.

### **Confidentiality**

- I agree that what takes place in the group is **CONFIDENTIAL**. All that is shared in the group is confidential as well as the identities of those attending.

- I understand that by signing this form I am agreeing to respect the rights of the other participants in the program by maintaining confidentiality.
- Violating the Confidentiality Agreement is cause for dismissal from the program.

### **Zero Tolerance Policy**

- CWJC/CMJC of Nacogdoches has a ZERO Tolerance Policy for possession or use of alcohol, weapons or illegal drugs on the property and doing so is grounds for dismissal.
- If a participant comes to the site “under the influence” of either alcohol or illegal drugs, she/he will be asked to leave immediately and is subject to dismissal from the program.
- Should any participant be arrested for alcohol or drug abuse while attending the session, the Program Coordinator and Executive Director must be contacted immediately.
- Honesty is expected with any type of law enforcement issue.
- A participant is expected to disclose any drug history to the Program Coordinator and/or Executive Director at the time of the interview. This will not exclude her/him from the program.

### **Language**

A participant shall communicate with appropriate language during her/his enrollment at CWJC/CMJC. No cursing, foul language, hate speech or racial slurs, nor sexual conversations “bedroom talk” will be tolerated.

### **Classroom Guidelines**

- No food will be allowed at classroom tables accept during the designated mealtime. Snacks are to be eaten in kitchen, during breaks.
- No food or drink will be allowed at computer desks at any time.
- Workspace must be kept clean and notebooks in order. Remove everything from tables at mealtime and at the end of day.
- Be respectful, cooperative and attentive to the teacher, instructor or other volunteers.
- Children are not allowed at the site unless a class includes them.

### **Break / Meal Time**

- Participant shall eat with their class and eat the meal provided by volunteers (unless medically necessary dietary restrictions prevent).
- Do not leave the building during the meal or during chores.
- Perform housekeeping chores immediately after eating the meal.
- Personal phone calls can be made after chores are completed, during the break time, unless there is an emergency.
- Break time is the time remaining after the meal and chores are completed.
- After break/meal, be ready for the next class without having to be reminded.

### **Housekeeping Chores**

- Participant must be faithful to perform her/his assigned housekeeping chores. Chart will be visible in kitchen.
- This chart may be revised at any time, and there are times when you may be asked to do something extra.

### **Use of Telephone and Cell Phones**

- Turn cell phones OFF before placing in the Phone Attendance pocket before class hours.
- You should have time to check your phones during the lunch break and at 2:55PM.
- Give the CWJC/CMJC phone number to family: **936-564-2952**

### **Use of CWJC/CMJC Internet**

Use of the internet is for classroom instruction only. Guidelines shall be provided by computer instructor(s).

### **Use of CWJC/CMJC Copier & Printer**

CWJC/CMJC copier/printer will not be available for participant's personal use. The cost of toner/ink limits the use of the copier/printer. Special exceptions may be allowed by permission of the Program Coordinator.

### **Smoking**

The CWJC/CMJC site is a smoke-free environment. No smoking in or around our building is allowed. **NO smoking is allowed inside the building or within 20 feet outside of the building.**

Smoking off the property (in designated area) will be allowed with the following rules:

Smoke breaks are at designated times only:

- a. 12:50PM or as soon as your chore/s are completed,
  - b. 2:50PM or as soon as the last CWJC/CMJC class is dismissed.
  - c. 5:00PM or as soon as GED Class is dismissed.
2. Smoking will only occur in the designated area!
  3. Smokers will place all cigarette butts in the designated disposal container.

### **Conflicts & Grievances**

Problems or conflicts arising with CWJC/CMJC staff, instructors, journey partners, or other participants shall be conducted according to the principle of Matthew 18:15-16. If a problem with any person occurs, attempt to resolve it with that person first. If it is not resolved, talk with the Program Coordinator.

### **Loans**

A participant must not ask anyone who is a part of the CWJC/CMJC ministry for money or for a loan. Do not ask instructors, journey partners, staff, other participants, or any volunteer for financial assistance.

### **Transportation**

All participants must attempt to provide their own transportation. Participants are not encouraged to ride with each other. Ride sharing arrangements must be approved by the program coordinator.



# CWJC/CMJC Dress Code

## Purpose

This policy applies to all employees, volunteers and participants.

This policy describes guidelines on appropriate dress for the workplace, classroom and off-site events. These guidelines are not intended to be all-inclusive, but rather should help set the general parameters for appropriate attire, and allow everyone to use good judgment and common sense about items not specifically addressed.

## Policy

Employees/volunteers/participants of CWJC/CMJC are expected to appear for work or class in attire that is professional and suitable for the work/classroom setting. Personal appearance and hygiene play an important role in projecting a professional image in the workplace and in the community.

Employees/volunteers/participants appearance should reflect what is appropriate for the job, class and work setting. Daily grooming and bathing are required. Clothing should be clean, pressed, and in good condition (i.e., no holes, frays, tears, dangling threads, missing buttons, etc.).

## What To Wear To CWJC/CMJC

**Casual business attire** may be worn Monday through Friday in accordance with the workday's schedule.

Appropriate casual business attire for employees/volunteers/participants includes the following:

Men: (This list is not all-inclusive.)

- Sport coats or blazers (optional, unless otherwise instructed)
- Slacks, khakis, or Dockers-style twill pants
- Polo, rugby, or golf-type shirts with collars
- Oxford button-down shirts
- Sweaters or cardigans
- Loafers or casual dress shoes

Women: (This list is not all-inclusive.)

- Skirts (Must touch the kneecap, or longer)
- Slacks or dressy capris (must be pass the kneecap or longer)
- Dressy blouse, sweaters, or other type top with or without a jacket
- Thong style casual sandals must have heel or arch straps, flats or loafers, closed toe or peep toe with moderate heels (All shoes should be clean and/or polished)

## What Not To Wear To CWJC/CMJC (This list is not all-inclusive.)

- Clothing that is ripped, soiled or otherwise in poor condition
- Provocative or revealing attire or sheer clothing
- Plain or pocket T-shirts with offensive words, logos, or graphics
- Off-the-shoulder or midriff length tops
- Tank, tube, halter tops or anything with spaghetti straps (except as undershirts)
- Backless or strapless sundresses (except with a jacket or sweater over the top)
- Miniskirts
- Denim (except on Fridays)

- Shorts or cutoffs
- Pants or skirts below the waist (Hipsters, Low-rise etc.)
- Spandex or Lycra, such as biker shorts, or stretch pants or leggings (except under dresses or long tunics)
- Exposed undergarments or Underwear as outerwear
- Athletic wear, sweatshirts, sweatpants, or workout clothes or shoes
- Beach wear or Evening wear
- Athletic or tennis shoes (except on casual days), flip-flops
- Hats, caps or Sunglasses (except for documented medical reasons)

### **Makeup, Perfume, and Cologne**

If you choose to wear makeup, it should be applied to appear natural as is appropriate for a work environment. Please be mindful that some people are allergic to the chemicals in perfumes, colognes and makeup. These substances should be worn conservatively, if at all. CWJC reserves the right to deny use of perfumes at any time.

### **Exceptions to Policy**

The Executive Director may make exceptions to this policy for specific purposes based on needs or for specified tasks, including moving furniture or equipment, social activities, etc. Exceptions may also be granted for documented medical reasons. Anyone requesting a medical exception must provide written documentation from a healthcare provider. The healthcare provider's statement must specifically state the needed exception.

### **Role & Responsibility**

Each person is responsible for ensuring that his or her attire conforms to this policy on a daily basis. People shall strive to project a professional image while at CWJC/CMJC and in the public eye as a representative of CWJC/CMJC. While on site, everyone should be dressed appropriately to meet with the public at a moment's notice. All persons should be conservative when selecting attire. If there is doubt as to whether a piece of clothing or outfit is appropriate, employees/volunteers/participants should not wear it to CWJC/CMJC.

### **Management/Supervisor Role & Responsibility**

Supervisors/instructors should set the example for professional appearance in the workplace and communicate the policy standards to all persons. The overriding goal is to achieve a professional appearance in the workplace/classroom which should be enforced by supervisors/instructors.