

The background of the entire page is a photograph of a group of people, likely at a church service or community gathering, with their hands raised in the air. The image is overlaid with a semi-transparent dark red rectangular block that serves as a backdrop for the text.

Resplendency®

STAND OUT AND

SHINE
VOLUNTEER
GUIDELINES

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Resplendency®

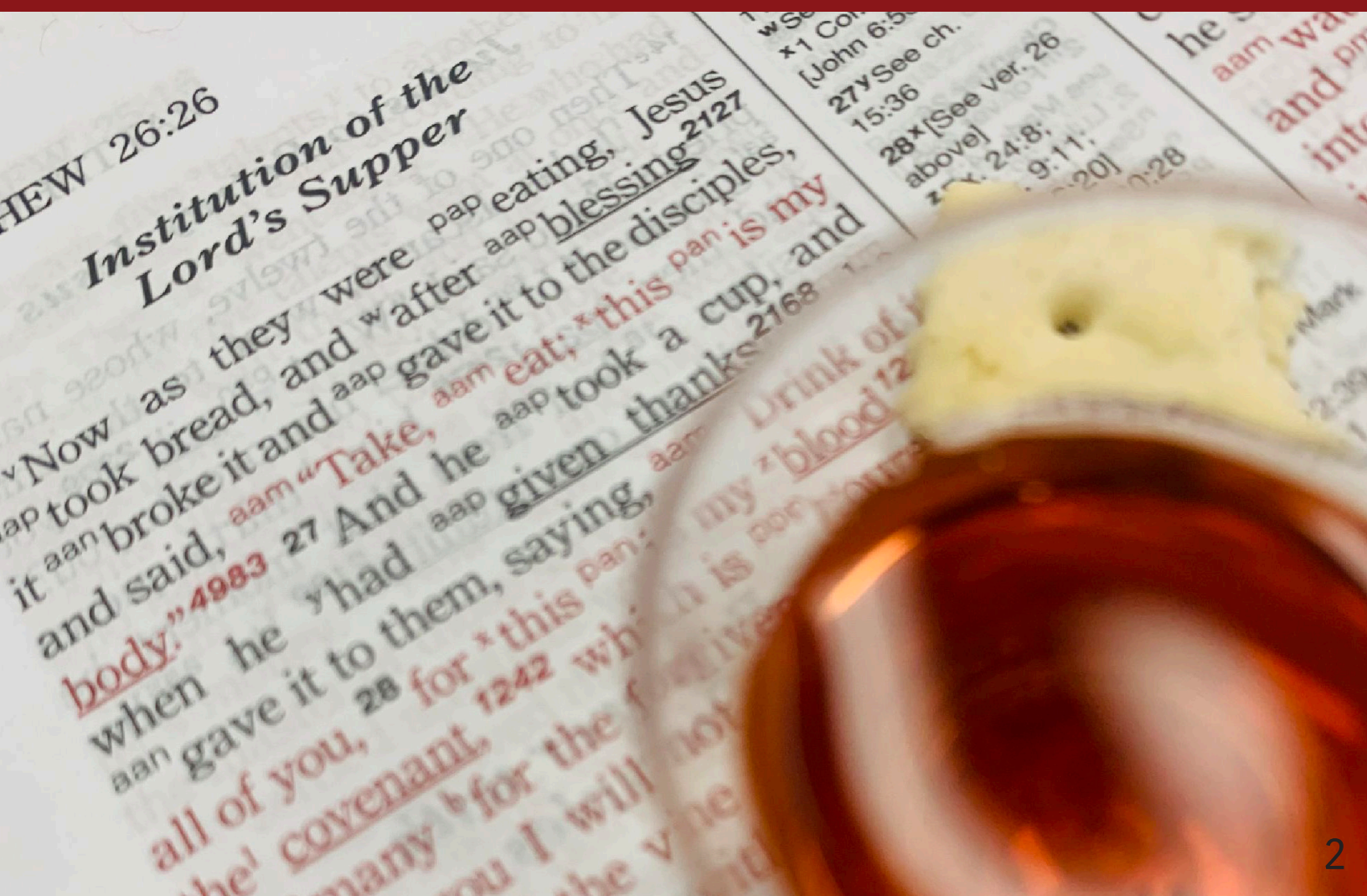
WHO
WE
ARE

Resplendency is a Christian ministry that brings people together! Resplendency shares the good news of God with those who do not yet believe and nurtures the faith of other Christian believers. We choose not to be just another church. We are a ministry that is eager to work with communities, businesses, other ministries, churches and whosoever. With that said, we are committed to doing our best to serve both believers and non-believers alike. We hope that through us, you can draw closer to God and have a better understanding of his eternal love for his children.

“

Our mission is to be a source of encouragement for individuals with a focus on walking teachable individuals to a better relationship with God and each other. Resplendency, Inc. intends to reach the world by promoting Godly and healthy living.

”



SCRIPTURES THAT DEFINE US

“For God is not unjust so as to forget your work and the love which you have shown for His name in ministering to [the needs of] the saints (God’s people), as you do.” Hebrews 6:10 (AMP)

“Sitting down [to teach], He called the twelve [disciples] and said to them, ‘If anyone wants to be first, he must be last of all [in importance] and a servant of all.’” Mark 9:35 (AMP)

“Just as each one of you has received a special gift [a spiritual talent, an ability graciously given by God], employ it in serving one another as [is appropriate for] good stewards of God’s multi-faceted grace [faithfully using the diverse, varied gifts and abilities granted to Christians by God’s unmerited favor].” 1 Peter 4:10 (AMP)

“And as for [the rest of] you, believers, do not grow tired or lose heart in doing good [but continue doing what is right without weakening].” 2 Thessalonians 3:13 (AMP)

“Little children (believers, dear ones), let us not love [merely in theory] with word or with tongue [giving lip service to compassion], but in action and in truth [in practice and in sincerity, because practical acts of love are more than words].” 1 John 3:18 (AMP)

“Do not merely look out for your own personal interests, but also for the interests of others.” Philippians 2:4 (AMP)

“In everything I showed you [by example] that by working hard in this way you must help the weak and remember the words of the Lord Jesus, that He Himself said, ‘It is more blessed [and brings greater joy] to give than to receive.’” Acts 20:35 (AMP)

VOLUNTEER EXPECTATIONS



We are thrilled to have you as a volunteer! These volunteer guidelines will cover the particulars of our ministry and its functions while also teaching you everything there is to know about what it takes to be a fantastic volunteer. Since you have already applied and met with the Pastors, you will now need to learn about the different types of volunteer roles we offer here and the requirements and duties expected of each volunteer. This overview will give you the opportunity to decide what role you would like to participate in. These guidelines will also get you acquainted with our code of conduct and any affiliated legal requirements that go along with volunteering for our ministry. At the end of the packet, you will find a consent form which requires agreement to our legal and ethical expectations, as well as our statement of faith. We kindly request you carefully read over each section of these guidelines before signing. Once completed, please submit your forms to Pastor Chris or Pastor Natalie.

LEGAL DISCLAIMERS

As a volunteer, you will be representing Resplendency in each role that you take on. We expect you to comply with our legal requirements before commencing any volunteer or service roles on behalf of our ministry. As required by Florida Statute 110.503, each department or agency utilizing the services of volunteers shall:

- Take such actions as are necessary and appropriate to develop meaningful opportunities for volunteers involved in state-administered programs.
- Comply with the uniform rules adopted by the Department of Management Services governing the recruitment, screening, training, responsibility, use, and supervision of volunteers.
- Take such actions as are necessary to ensure that volunteers understand their duties and responsibilities.
- Take such actions as are necessary and appropriate to ensure a receptive climate for citizen volunteers.
- Provide for the recognition of volunteers who have offered continuous and outstanding service to state-administered programs. Each department or agency using the services of volunteers is authorized to incur expenditures not to exceed \$100 each plus applicable taxes for suitable framed certificates, plaques, or other tokens of recognition to honor, reward, or encourage volunteers for their service.
- Recognize prior volunteer service as partial fulfillment of state employment requirements for training and experience pursuant to rules adopted by the Department of Management Services.

Volunteer Application Form

All volunteers are expected to complete and sign Resplendency's volunteer application form prior to becoming a volunteer at Resplendency Ministry. If you have not yet done so at this stage, please contact a Pastor to acquire and complete the necessary paperwork.

References

All volunteers will be required to provide two personal or professional references. This is to give us a better understanding of who you are and what to expect during your time serving at Resplendency.

LEGAL DISCLAIMERS

Fingerprint and Background Check

All volunteers will be required to complete fingerprinting and a national background screening. It is our responsibility to prevent and protect against misconduct toward children, staff and community members. This screening will verify your social security and check the national criminal and sex offender registries. Our overarching goal is to maintain and ensure a safe space for all Resplendency members and guests.

Training

After completing the application form, fingerprinting and background screening, all volunteers are required to attend our volunteer training class. This class will get incoming volunteers acquainted with the rest of our staff and guide all attendees through a more in-depth lesson on updated safety procedures and the logistics of volunteer involvement. Due to the COVID-19 pandemic, this training may be virtual depending on your volunteer role.

Emergency plans

All volunteers need to know how to respond in the instance of an emergency. If there is an emergency, volunteers and other persons in the church need to be able to evacuate the building safely. Our guidelines for emergencies will be emphasized during training.

CHURCH STANDARDS

As defined by the Florida Volunteer Protection Act, 768.1355:

“Any person who volunteers to perform any service for any nonprofit organization, including an officer or director of such organization, without compensation from the nonprofit organization, regardless of whether the person is receiving compensation from another source, except reimbursement for actual expenses, shall be considered an agent of such nonprofit organization when acting within the scope of any official duties performed under such volunteer services.”

The Fair Labor Standards Act (FLSA) states that individuals who volunteer or donate their services, usually on a part-time basis, for public service, religious or humanitarian objectives, not as employees and without contemplation of pay, are not considered employees of the religious, charitable or similar non-profit organizations that receive their service.

- An employee can not volunteer in their own area of expertise. If an employee of the church is interested in volunteering, their services cannot be in the same field that they work in.
- Although volunteers are not considered employees for FLSA purposes, at Resplendency we treat our volunteers with the utmost respect. This is shown through the high standard we have set for keeping our volunteers by our side.

Resplendency Rewards:

We reward our volunteers through our constant team building exercises that focus on reminding our volunteers that we care about them. We have made sure to set aside activities to show our volunteers that we appreciate them.

Resplendency Asks:

To best serve our volunteers while they serve our community, Resplendency makes a constant effort to receive feedback from volunteers. Additionally, we welcome and encourage volunteers to approach Resplendency leadership with feedback and ideas for greater efficiency. This is to ensure that our volunteers feel fulfilled and engaged.

CHURCH CODE OF ETHICS

The Christian Church is the Body of Christ and the Bride of Christ which He desires to be “a radiant church, without stain or wrinkle or any other blemish, but holy and blameless.” (Eph.5:27) In as much as every local church is an expression of the whole Body it is needful for her to be committed to vigilance in all of her relationships:

In Relationship to Christ— Believing that Jesus Christ is the Head of the Church...

- We will honor and exalt Him in all of our relationships and ministries. We will keep ourselves free from all policies and practices which might tend to mar the beauty of the Bride of Christ.

In Relationship to Fellow-Members— Believing that the local church is an expression of the family of God...

- We will promote unity among the members of the congregation, resisting all jealousy, rivalry, self-seeking and division which would disturb that unity.
- We will “... make every effort to do what leads to peace and to mutual edification.” (Romans 14:19)

In Relationship to Other Churches— Believing that the Church is a global body...

- We will attempt to maintain honorable relationships with other churches in the community.

In Relationship to the Community— Believing that the witness of the church in the community affects the ministry of that church to the community and reflects on Christ, the Head of the Church...

- We will endeavor to keep our dealings with agencies, businesses and individuals in the community honest and above reproach.

CHURCH CODE OF ETHICS

In Relationship to the Conference— Believing that our membership in the Christian Conference is not only a privilege but also involves responsibility...

- We will fulfill our fellowship, ministry and financial obligations to the Conference to the best of our ability by participation in national and regional activities, by contribution to the Conference budget, and by other means as time and resources present.
- We will uphold the doctrines and principles of the Conference.

In Relationship to the Pastor and Other leaders of the Church—Believing that the pastor and other spiritual leaders are shepherds of Christ's flock...

- We will love, honor and submit to them as they, by example and word, watch over our souls preaching the Word to correct, rebuke, encourage, and to carefully instruct (2 Tim 4:2).
- We will support the pastor financially so that they will be able to meet their obligations without bringing reproach upon themselves or the church.
- We will not allow anything among us that would undermine our spiritual leaders or rob them of the confidence of the church and the community.
- We will endeavor to respond to all criticism dealing with the pastor, other spiritual leaders, or their families in an honorable manner, not tolerating subversive or clandestine meetings.
- Whenever legitimate criticism or charges against anyone arise, we will follow Scriptural direction for church discipline, always with a desire for reconciliation and restoration and always making use of the cloak of love.

CODE OF CONDUCT

Dress Code

We may request you wear a Resplendency t-shirt while volunteering as a form of uniform. This is subject to change, as your attire will depend on your role and volunteering location. We require comfortable, enclosed shoes and tidy, plain apparel that is appropriate and does not display content that others may find offensive. If you are ever unsure of your attire, speak to Resplendency leadership for clarification.

Identification

We may request you wear identification while volunteering. This is subject to change, as it will depend on your role and volunteering location.

Smoking

We do not permit smoking on Resplendency's premises or on any affiliated volunteering premises.

Drugs/Alcohol

We have a zero tolerance policy for drugs and alcohol at our ministry. We will dismiss you immediately and legal action will be taken if there is any inappropriate use of drugs or alcohol on Resplendency's premises or on any affiliated volunteering premises.

Public Displays of Affection

While we encourage making friends and getting excited throughout the volunteering process, we request that public displays of affection be kept at a minimum. You should generally keep your hands to yourself at all times and, in light of COVID-19, be sure to stay at least 6 feet away from others as often as possible.

HEALTH AND SAFETY: COVID-19

Volunteers are expected to follow the Center for Disease Control's legal requirements for handling the Coronavirus pandemic. Volunteers are expected to follow social distancing rules by wearing a mask and keeping 6 feet apart at all times. Volunteers are also expected to wash or sanitize their hands frequently. In addition to these general guidelines, the CDC has Do's and Don'ts specific to volunteer roles:

- **Do not** volunteer if you have a fever or any of the symptoms of COVID-19.
- **Do not** volunteer if any of the members of your household has presented symptoms or have been diagnosed with COVID-19.
- **Do not** show up to participate as a volunteer without confirming that your service is required.
- **Do** ask about the risk to COVID-19 associated with assigned tasks. If you feel uncomfortable, do not complete the task.
- **Do** use proper protective equipment provided by the organization to keep you safe.

Preventing the Spread of Infection: Seven Steps to Proper Handwashing

Washing your hands is the most effective way of getting rid of germs and preventing the spread of infection amongst workers and volunteers.

1. Remove all hand and wrist jewelry.
2. Wet your hands with running water (warm or cold).
3. Apply soap.
4. Lather and scrub your hands with soap, covering all surfaces including the palm and backs of your hands, between your fingers, and under your nails for at least 20 seconds.
5. Rinse your hands well under clean, running water.
6. Dry your hands using a clean towel.
7. Use a towel to turn off the tap in public spaces.

WHAT VOLUNTEERING MEANS TO US



Volunteers are a staple to ministries and churches around the globe. Here at Resplendency, we want our current and incoming volunteers to know how deeply we value and respect the time, effort and devotion being given to us. By creating and distributing fun and innovative jobs for our volunteers to partake in, we hope to teach useful knowledge and gift experiences that will pave the way to a lifetime of good memories and new, useful skills while fine-tuning and channeling a stronger relationship with God. We look forward to getting to know you and seeing you shine at Resplendency!

HOSPITALITY ROLES

At Resplendency, we pride ourselves on being a welcoming ministry. We emphasize the importance of making sure newcomers and pre-existing members feel welcomed in our church. Our hospitality volunteers have a huge impact on how comfortable people feel when they step foot in our ministry or at our ministry functions. We expect our hospitality volunteers to exude positivity and friendliness in order to make visitors and members feel as at home as possible. Hospitality volunteers fill the roles of usher, child care, and food services.

Responsibilities:

- Meet and greet members and visitors of the church.
- Set up rooms for events and meetings.
- Assist with childcare and children's church activities.
- Assist with food services.

Desired Attributes and Skills

We want our hospitality volunteers to be passionate about our ministry and making members and visitors feel at home. Hospitality volunteers are required to have an interest and aptitude in socializing. We want our guests to know just how happy we are to have them attend our ministry.

Hospitality volunteers should:

- Have an enthusiastic and positive attitude.
- Have previous experience in childcare, customer service or food service positions.
- Possess effective interpersonal skills.
- Be a great communicator.
- Multi-task competently.

Time Requirements

Hospitality volunteers should be able to contribute at least 6 hours per week to serve at our ministry.

ADMINISTRATION ROLES

The administrative department at Resplendency is always open to additional support. Administrative assistance volunteers work alongside staff to provide friendly and helpful office administration. They are responsible for helping our ministry fulfill the needs of our guests and members in an organized and timely fashion.

Responsibilities:

- Answering the phone.
- Data entry.
- Sorting files.
- Maintaining office spaces.
- Light cleaning and organization.

Objectives:

- Achieve optimal organization.
- Ensure efficient use of office resources.
- Deliver prompt answers and clarification to those in need.

Desired Attributes and Skills:

Administrative roles require paying close attention to detail and having great time management skills. Administrative volunteers should:

- Have excellent time management and organization skills.
- Be a great communicator.
- Have on-the-spot problem solving skills.
- Be able to work well with others on a team.
- Be detail oriented and unafraid to take initiative.
- Multi-task competently.

Time Requirements

Administrative volunteers should be able to contribute at least 4 hours per week to serve at our ministry.

MEDIA AND MARKETING ROLES

As technology progresses, our ministry strives to grow with the changes. We are looking for volunteers who can help us capture our ministry's priceless moments through photographs and videos. We are also welcoming volunteers who can use our social media platforms to engage current and potential members. We want to use social media to share our contributions to the community and the good gospel itself.

Responsibilities:

- Capture media of church production, services, and social events.
- Operate our social media accounts; Twitter, Facebook, and Instagram.
- Develop ways to engage our audience through using videos and interactive photos. For example, our #ResplendencyReaches hashtag is currently used to engage viewers.
- Collaborates with other media and marketing team members to develop ideas and capture moments.

Objectives:

- Create stronger social media platforms and reach a wider audience.
- Engage and inspire online viewers with hopes that they will develop a strong connection with our ministry.
- Keep up to date on new and old social media platforms and how to use these avenues to reach others.

Desired Attributes and Skills

Media volunteers do not have to have extensive experience, but should:

- Be creative and innovative.
- Be passionate about creative writing and design.
- Be proficient in using social media and communication.
- Have an interest in web and social media platforms.
- Be outgoing and willing to meet/communicate with new people.

Time Requirements

Media volunteers should be able to contribute at least 5 hours per week to serve at our ministry.

TECHNICAL SUPPORT ROLES

With the growth and widespread use of technology comes technical challenges that need troubleshooting. We are looking for volunteers with technical expertise who can manage any mechanical or software issues we run into. Our technical support volunteers should be able to provide comprehensive training, service desk help, and general technical support.

Responsibilities:

- Provide end-user technical support and assistance when necessary.
- Diagnose and fix hardware and software problems if possible.
- Download and set-up operating system and applications such as Microsoft Office 365, Adobe Photoshop, and Zoom video conferencing.
- Recommend, schedule, and performance equipment, improvements, updates, and repairs.
- Provide prompt and accurate responses to technical issues.

Objectives:

- Ensure that all technical issues are solved in a timely manner.
- Take preventative measures to avoid technical issues.
- Keep up to date with the latest technology products, applications, and devices that will enhance our ministry.
- Develop long term strategies to use technology to help meet our deadlines.

Desired Attributes and Skills:

Experience with technology and technical training is strongly preferred for this role. Technical support volunteers should:

- Be excellent problem solvers and quick thinkers.
- Be experienced in technical support engineering.
- Be educated In Information Technology.
- Have excellent written and oral communication skills.
- Pay attention to details and checks for errors.

Time Requirements

Technical Support volunteers should be able to contribute at least 6 hours per week to serve at our ministry.

LOCAL CONNECTION ROLES

As a local connection volunteer, you will have the opportunity to be an ambassador for Resplendency. You will be able to travel and attend conferences, workshops, Christian events (i.e. races, holiday festivals, prayer breakfasts).

Responsibilities:

- Attend conferences, workshops, Christian events (i.e. races, holiday festivals, prayer breakfasts) when possible.
- Attempt to connect with local businesses.

Objectives:

- Reach out to our community.

Desired Attributes and Skills

Local connection volunteers do not have to have extensive experience, but should:

- Be responsible and have a positive attitude towards work.
- Be outgoing and passionate about meeting new people.
- Care and be excited about Resplendency.

Time Requirements

Local connections volunteers should be able to contribute at least 5 hours per week to serve at our ministry.



MUSIC ROLES

As a music volunteer, you and Resplendency worship group/band will work together to lead praise and worship. We want to use music to reach as many people as possible and share the good gospel.

Responsibilities:

- Collaborate with groups.
- Opt to be a vocalist and/or musician.
- Lead praise and worship.

Objectives:

- Share the good gospel with praise and worship.
- Engage and inspire with our Resplendency family.
- Keep up to date with new and old music.

Desired Attributes and Skills:

Music volunteers do not have to have extensive experience, but should:

- Possess a passion for music.
- Take desire in public praise and worship.
- Be confident.
- Have an interest in using music to reach others.
- Have a willingness to learn.
- Be a team player.

Time Requirements

Music volunteers should be able to contribute at least 5 hours per week to serve at our ministry.



MINISTRY VOLUNTEERING CONSENT FORM

Thank you for your interest in volunteering at Resplendency. This form is part of Resplendency's commitment to serve ministry members, volunteers and surrounding communities responsibly and in good faith. It also ensures that each contributing participant is fulfilling and abiding by the legal, health, safety and code of conduct requirements.

PERSONAL DETAILS

First, Middle and Last Name: _____
Former Names or Preferred Nicknames: _____
Date of Birth: ____/____/____ Email Address: _____
Cell Phone Number: _____ Home Phone Number: _____
Address: _____ Occupation: _____
Male ☐ Female ☐ Prefer Not to Answer ☐

FINGERPRINTING AND CRIMINAL BACKGROUND CHECK

I, _____, agree to comply and undertake fingerprinting and a criminal background check for Resplendency, Inc. I understand that Resplendency, Inc. will have access to my personal details which will be used solely for screening purposes. I authorize Resplendency, Inc. to store my information safely and securely while I am an active volunteer at Resplendency, Inc.

CODE OF CONDUCT

I, _____, agree to comply with the code of conduct expectations presented by Resplendency, Inc. I understand that my past, present and future actions represent Resplendency, Inc., and I guarantee that I know of no past behavior that violates the presented code of conduct.

HEALTH AND SAFETY

I, _____, agree to comply with the health and safety standards required by Resplendency, Inc. I confirm that I have disclosed all prevalent health limitations to Resplendency, Inc. leaders. I am physically capable and have no serious or debilitating injuries that will prevent me from performing my duties.

STATEMENT OF FAITH

I, _____, agree to Resplendency, Inc.'s statement of faith:

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with the final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Resplendency's faith, doctrine, practice, policy, and discipline, our Senior Pastors are Resplendency's final interpretive authority on the Bible's meaning and application.

I understand that at any time I can be removed or dismissed as a volunteer at Resplendency, Inc. I have read and understood the contents of Resplendency's volunteer guidelines.

Volunteer Signature

Date

Pastor Signature