

Chapel Speaker/Music Ministry Fact Sheet

Objective: Creatively engage the homeless and less fortunate and help strengthen their hearts and minds. Be a speaker or share the gospel at one of our twice-daily chapel services.

Criteria for Chapel Speaker

Preferred pastor license and/or ordainment certificate on file with Guiding Light Mission
Seminary Student with recommendation letter from church affiliated with on file at GLM
Music Ministry with reference letter from church affiliated with on file at GLM

Skills & Knowledge Required

Strong Christian Faith
Experienced in worship leadership
Strong knowledge of Scripture
Ability to work with the doctrinal guidelines of the Guiding Light Mission
Reliable

Duties & Responsibilities

Prepare your chapel message to fit into the GLM's weekly chapel theme
Begin and end the chapel service on time
Sing, play a musical instrument, or lead attendees in a hymn as part of your service (all music should be Christian). *Guiding Light may have musical resources available to assist those who do not.*
Allow time after your service for prayer
Ensure that your message does not conflict with the Guiding Light Mission Statement of Faith
No altar calls

Time Commitment

Total service should be between 20-30 minutes. Going beyond 30 minutes delays food service to the community and volunteer time for service, etc. Please start and end on time!

Noon Chapel – 12:00-12:30 p.m.

Evening Chapel – 6:00-6:30 p.m.

Chapel Service Outline

- Opening prayer
- Scripture message relating to weekly theme
- Incorporation of music performance or singing at any time during service
- Closing prayer
- Noon chapel service can be in Bible study format with men sitting around tables
- **Maximum engagement with chapel attendees is very important**

Volunteer Dismissal Process

In the event that a chapel speaker is not conducting themselves in accordance with the volunteer agreement, abiding by the Statement of Faith at Guiding Light Mission, or culture expectations, a volunteer will be given two warnings

If a third incident occurs, the volunteer will be dismissed by the Volunteer Coordinator

STATEMENT OF FAITH

We believe in God, the Father almighty, the Creator of heaven and earth. **We believe in Jesus Christ**, His only Son, our Lord; who was conceived by the Holy Spirit and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried; He descended to the dead. The third day he rose. He ascended into heaven and is seated at the right hand of God the Father almighty. From there he will come to judge the living and dead. **We believe in the Holy Spirit**, the holy church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.

We ask that all volunteers working in the areas of worship services, Bible studies, mentoring, and teaching please center on salvation and Christian growth. We ask that you not speak on doctrinal issues unique to your denomination or against other Christian ministries. If a volunteer persists in promoting their personal beliefs or doctrines, they may be asked to forfeit their involvement with Guiding Light Mission.

As a Guiding Light Mission (GLM) volunteer, I agree to:

- Represent GLM with professionalism, dignity and pride. Respect and follow policies and procedures to the best of my ability. I will check the volunteer bulletin board regularly for updates.
- Arrive promptly on my volunteer shift. If possible I will find a replacement if I will be absent from GLM during a scheduled shift. I will inform GLM within 48 hours of my planned absence.
- Sign in each time volunteer and document all completed volunteer service hours.
- Maintain the confidentiality of all proprietary or privileged information involving clients, staff, volunteers, and overall GLM business.
- Treat clients, staff, and fellow volunteers with courtesy and respect and work cooperatively as a team member with staff and other volunteers, regardless of race, national origin, religion, sex, marital status, disability, sexual orientation and/or social economic level.
- Maintain a professional relationship with client and avoid close personal involvement.
- Agree not to give money, gifts, rides or personal information, such as phone number, to any client.
- Foster a safe and comfortable environment that is free from all forms of unlawful or unwelcome harassment. I understand that security guards are available at all times to walk me to and from my car or the bus stop. I agree to enter the building only through the main entrance. I understand there is parking available on Bartlett (behind God's Kitchen) or on the street if I choose. I will not park in the staff lot (North of the building) during regular business hours.
- Follow the GLM dress code a business casual, dressing modestly and appropriately.
- Remain in the part of the building I'm required to work in all times.
- Get permission before bringing children into the building. I understand that children under 16 are not permitted in the kitchen.
- Direct any questions or concerns to the Volunteer Manager.
- I understand that my volunteer position is at will and can be terminated by myself or GLM at anytime.

Confidentiality

Source: Federal Regulation Code 42 (Client confidentiality law)

According to Federal Regulation Code 42 (Client Confidentiality Law), unauthorized disclosure of client information is a federal offense. Information can only be released to a person or agency that the resident designates in writing on a release of information authorization form.

As a volunteer, you are required to keep all information that you obtain directly or indirectly concerning any client of Guiding Light Mission absolutely confidential. Simply the fact that a person is a client is to be held in strict confidence. If you see someone you know, you may not relay this information to anyone else, including family members. If you wish to ask for prayers for someone, you may do so using the first name only.

All volunteers are permitted to know only the first name of any resident. No other information may be released to volunteers by anyone other than the resident. Mentors, worship leaders, and other volunteers may on occasion learn personal information about a client. This information must remain confidential.

The only exception is that if you learn a person is planning to harm himself or others then you have an obligation to report that information to the Program Director or a member of the Guiding Light Mission staff.