

## Volunteer Policies

**These policies: Phil 1:27.** Volunteers are required to maintain familiarity with these policies. Infractions of these policies will be dealt with in a respectful way by the SLT, HR, or Admin teams. These policies can be amended, deleted, or added to by the Strategic Leadership Team according to the ministry's team-wide decision-making policy.

**Seeking the Lord: Eph. 1:22.** Jesus is the head of this ministry and this ministry exists to serve and honor Him, respecting Him as the actual head. Ministry, decision-making, and all other issues in this ministry will begin first in prayer. Volunteers are expected to attend one "circle up" morning sharing and prayer time each week. Circle ups will take place each weekday from 9:00-9:15 AM MST.

**Relationships: Jn. 13:34-35.** Volunteers are committed to staying unified and aligned with each other and the GCA team within the context of the ministry's vision. Volunteers agree to praying for the team, building one another up in speech, growing in emotional intelligence and will keep from gossiping, or judging team members' motives. They agree to resolve conflict quickly and will follow the lead of the team's relationship coordinator role.

**Communication: Eph. 4:15.** Volunteers are committed to keeping conversation uplifting and encouraging and will communicate job specifics with team leadership. Volunteers will strive to respond to team communication as quickly as possible. Volunteers are expected to communicate ideas, tensions, frustrations, or complaints by using the [team's anonymous online feedback form](#) and an annual team-wide survey.

**Accountability: Heb. 3:13.** Volunteers are expected to live lifestyles that are in alignment with the Christian principles the ministry embraces and teaches. Volunteers will maintain accountability relationships within and outside of the ministry as well. Volunteers are also accountable to the HR team for their responsibilities. Volunteers are encouraged to use internet monitoring accountability software on their mobile devices. Concerning issues that can be claimed as Christian freedoms but have the potential to undermine a volunteer's credibility (things like drinking, etc.), volunteers are encouraged to prayerfully consider giving those up so as to not undermine their or the ministry's credibility. Due to the international and non-denominational nature of the GCA, certain freedoms volunteers might participate in could cause damage to the ministry in unforeseen ways. If volunteers elect to continue practicing these behaviors, they are expected to refrain from publicizing them.

**Godliness and professionalism: 1 Tim. 6:6.** Volunteers are expected to demonstrate godliness and professionalism in their personal lives, family interactions, and ministry activities. Volunteers are expected to represent the Lord and this ministry well.

**Family: Eph. 5:21-33.** Volunteers are expected to prioritize their family above the ministry.

**Relationship to the church and other ministries: Col. 1:18.** The GCA is an organization that many would refer to as a “para-church” ministry. We see the biblical precedent for this in Acts 6:1-7. As such, the ministry will seek to serve and support the church in all that it does. Within this view, volunteers are expected to be members of evangelical, biblically based local churches and to serve within their churches. Volunteers are expected to serve within their local church and to partner with other local churches in GCA activities as the Lord leads. Concerning relationships and partnerships with other para-church ministries, the GCA will strive to work with other ministries in a way that is aligned with the ministry’s mission, vision, and strategy and with the agreement of the team.

**Relationship with GCA partners: Eph. 4:3.** The GCA has invested a tremendous amount of time, energy, money, and prayer in our partners and partnerships. With that said, we expect our volunteers to help build these continuing relationships, being careful not to unintentionally or intentionally undermine them or distract our partners from continued GCA alignment. With this in mind, we ask volunteers to keep their involvement supportive, to not push denominational specifics, and to be careful not to offer promises, plans, or additional partnerships without the GCA’s knowledge.

**GC practical application: Matt. 28:18-20.** Volunteers are expected to take the initiative in personal evangelism and discipleship in a way that demonstrates the core principles the ministry teaches.

**The GCA Code of Conduct: Ephesians 5:1-5.** GCA volunteers are required to demonstrate Christlikeness in the areas of honesty, justice, respect, community and integrity, five areas many organizations consider in regards to codes of conduct. Here is what the GCA expects regarding these.

**Honesty:** Volunteers are expected to be honest at all times. This involves refraining from outright lies, deceptive exaggeration, or other behaviors or speech meant to mislead others. Deception has no place on this team.

**Justice:** Volunteers are expected to demonstrate fairness and justice in their relationships with others. Favoritism and discrimination will not be tolerated.

**Respect:** Volunteers must demonstrate respect for others, refraining from physical, verbal, or other forms of abuse. Gossip, slander, and putting others down will not be tolerated.

**Community:** The GCA is a family and we work with a network of believers all around the globe. Volunteers are expected to interact with others with grace and tact, in a way that contributes to a thriving community. Behaviors that undermine or jeopardize this won’t be tolerated.

**Integrity:** Integrity is expected of GCA volunteers in every aspect of their ministry. This includes how volunteers handle team finances, their ministry responsibilities, and character and behavior

issues. Sexual behaviors that fall outside of biblical principles are not acceptable for GCA volunteers. A lack of integrity will not be tolerated.

Violations of the code of conduct should be reported to anyone on the SLT. The SLT will consider all potential violations with seriousness and will address each situation with care. Violations, especially when repeated after warnings, may result in termination volunteer possibilities.

**Work accountability: Col. 3:23.** Volunteers are expected to follow through on the responsibilities they agree to. Volunteers will report progress in their responsibilities to the people in charge of those roles. Members of the HR team may regularly check in with volunteers to encourage this process.

**Property:** 1 Cor. 10:31. Acquired properties: Any items that are purchased directly with ministry funds or reimbursed by the GCA belong to the ministry, according to government guidelines. Volunteers should steward these resources with excellence. These items can be depreciated according to government guidelines and ownership can be transferred accordingly. Created content: Content created by volunteers as a part of their GCA ministry and work will be available to the GCA as needed indefinitely. In the case where that content may create a source of financial revenue for the volunteer, the SLT and the content creator will discuss ways to make sure the content creator is able to benefit from their creation, according to relevant guidelines and common courtesy, while ensuring the ministry is also able to continue using that resource as needed.

**New and Ongoing Training: 2 Tim. 2:15.** Volunteers are required to follow the lead of the GCA team training coordinator, to go through the following trainings: 1) A mission, vision, and strategy training session with the team coordinator. 2) The GCL workbook. 3) The Emotional Intelligence 2.0 book. 4) Working through other GCA resources. 5) Participate in other GCA trainings when possible.

**Decision Making: Ps. 127:1.** All decisions will be made with an emphasis on prayer first. All decisions will be made with an emphasis on team unity and volunteers must seek to humble themselves giving deference and preference to each other and team members. Role leads will have the final call on decisions within their roles but must solicit and respectfully include the input of those who will be impacted by their decisions.

**Strategy alignment: Eph. 4: 11-13.** We must stay on track and avoid mission drift and ministry siloing. Role leads will maintain strategy and team alignment.

**Money: Pr. 27:23-24.** The Admin team oversees accounts. Volunteers must clear ministry expenses with the Admin team before spending team money. Approved expenses covered by the volunteer can be reimbursed; reimbursements must be submitted within 3 months of the expenses and carefully documented, with receipts, in Zoho.

**Ministry wide correspondence: Ps. 105:1.** Volunteers agree to represent the ministry in a positive and godly way publicly. They must also be committed to an appropriate level of confidentiality when communicating about ministry in sensitive areas. If a volunteers is unsure about publishing specific information, they should check with the team coordinator first. Additionally, they may need to gain permission from the person or group they are ministering to before publishing details. Because the GCA does work in areas which restrict the Gospel to varying degrees, volunteers must be committed to not publicly sharing any details that might compromise another group's safety or ability to minister.

**Controversial issues: Eph. 4:3.** The GCA is committed to the unity of this team and sees that as fundamental to all God has called us to. The old Christian adage, "In essentials unity, in non-essentials liberty, in all things charity," applies here. Volunteers will be given freedom concerning debated issues among mainstream, biblically based, evangelical Christian denominations. Volunteers will be expected to pursue peace and strive for unity. Volunteers will be asked to keep their opinions concerning differing denominationally dividing perspectives private and volunteers will not push their particular opinions concerning these topics on each other. Volunteers will respect each other's differences in these areas. Volunteers will not make denominational issues a focus here or in any of the other areas we serve and will keep from promoting or disseminating divisive teachings, perspectives, teachers, and authors. Volunteers will remain aligned with the team's statement of faith. As Stephen Covey said, "The main thing is to keep the main thing the main thing!"

**Media and social media: Eph. 4:29.** Volunteers agree to refrain from publicly promoting issues, engaging in activities, or making statements that could publicly shame Christ, the church, the GCA, or our work. All GCA social media accounts and productions remain the property of the GCA after volunteer authors and producers move on. The above statements concerning controversial issues should also provide wisdom for Volunteers' use of social media.

**Travel: Acts 1:8.** Volunteers are welcome to travel with GCA team members for national and international ministry. They must be committed to covering their own financial needs for such projects. They are welcome to raise funds if needed and can get further information on this from the team's MPD (Ministry Partner Development) coach.

**Personal development: 1 Tim. 4:15.** All volunteers are expected to take the initiative with their continuing biblically based personal growth.