

GRACE MISSION

*HELP * HEALING * HOPE*

303 W. Brevard St.

Tallahassee, FL 32301

850-224-3817

gracemission.net

Volunteer Handbook

WELCOME LETTER FROM PASTOR AMANDA

Welcome and thank you for your interest in Grace Mission!

Grace Mission, a ministry over 20 years old, helps reach those who are often the forgotten in society: the homeless, poor, underemployed, addicted, people with AIDS, etc. We are a church serving people on the margins.

Our primary vocation as Christians is to enter into covenant relationship with others, just as "Christ loved us and gave Himself for us." A ministry to the 'least of these' is about being in relationship with people and loving them in the name of Jesus.

Jesus is ruthless! He did not ignore people on the margins. He went, and continues to go, right to them! At Grace Mission, we try to emulate Jesus. Whether through our Soup Kitchen, Bible study, Worship Services, outreach within the community, After School program, and many others, we try to extend "grace upon grace" to all people.

Please consider joining Grace Mission as we join Jesus on the margins! Come worship with us, and/or get involved in one of our many volunteer opportunities. I welcome you to contact me or any member of the staff or Board of Grace Mission with questions!

Blessings,

Pastor Amanda +

Director and Vicar of Grace Mission

We have been blessed in our struggles, and find joy in blessing the world around us! Come join us on our adventure ... in worship and/or volunteering!

WHAT IS GRACE MISSION?

Grace Mission in Tallahassee, FL has been a downtown Christian community for over 20 years. It was founded in the mid- 1990's with a vision of planting a radical kind of ministry that was and still is focused on worship, while crossing racial, social, and economic lines to minister to the whole person. Our charge is to serve, care for, and love the poor and most vulnerable among us.

Grace Mission is one of the largest USDA certified Soup Kitchens in Tallahassee serving over 40,000 meals per year to those in need. We also offer clothing, blankets, prescription medication, eyeglasses, hygiene items, shower and laundry facilities (among other services) to many in need. We have one of the largest private After-School Programs in Tallahassee while working directly with the most vulnerable children in one of Tallahassee's largest Housing projects. All of our services are **FREE** to the public.

Grace Mission also supports other ministries and partners with other agencies within the Tallahassee/Frenchtown community. We realize the importance of cooperation and communication with others to help achieve common goals.

To find out more about Grace Mission please go to our website gracemission.net

GENERAL INFORMATION

Phone (850) 224-3817

FAX (850) 201-3818

Website www.gracemission.net

Street Address:

Grace Mission
303 W Brevard Street
Tallahassee, FL 32301

Mailing Address:

PO Box 10472
Tallahassee, FL 32302

Note: We prefer mail go to our secured Post Office Box

Open: Tuesday – Sunday

CLOSED Monday

Office Hours: 10am-3pm (T-TH)

Office Hours: Noon-3pm (F)

No Office Hours on Sat. or Sunday

Please call our main office number [850-224-3817](tel:850-224-3817) during office hours for more information about any of our programs and for volunteer opportunities.

Below is our standard weekly schedule. For information on upcoming events please visit our website at gracemission.net. Children's activities change during the summer to include a Summer Camp and a Reading Academy, also found on our website.

Grace Mission Episcopal Church

Regular Weekly Schedule

Sunday	8:15a	Worship Service followed by a meal
Monday		Facility Closed
Tuesday	Noon	Brown Bag Lunch
	3:00p	Showers
	4:00p	FREE clothes closet open until 4:20p
	4:30p	12 Steps @ 4:30 Evening Prayer Service
	5:30p	Dinner
	<u>3 – 6p</u>	<u>Children's After-School Program (during the school year)</u>
Wednesday	8:30a	Morning Prayer
	9:00a	Breakfast
	10:00a	Bible Study
		1 st Wed. of each month is FREE clothing giveaway
		No Bible study that day.
	Noon	Lunch
	<u>3 – 6p</u>	<u>Children's After-School Program and Big Fish Chapel (during the school year)</u>
Thursday	Noon	Doors open for reserved members' laundry
	3:00p	Showers
	3:30p	Movie – adults only
	5:30p	Dinner
	<u>3-6p</u>	<u>Children's After-School Program (during the school year)</u>
Friday	Noon-3:00p	Office is open but the building is closed to the public
Saturday	8:30a	Showers
	9:00a	Breakfast
		(followed by neighborhood outreach on specific Saturdays)

VOLUNTEER OPPORTUNITIES

There are many opportunities to volunteer at Grace Mission. You can go to our website and find detailed descriptions for each volunteer position. We hope you will be able to find a position that interests you and that you will enjoy your experience with us. If you have an area of interest in serving that is not listed in the website, please contact us to explore that possibility. There may also be short term or special events positions. Check our webpage at gracemission.net for more information.

To volunteer go to our website and click on the “**Get Involved**” page to find the position you are interested in and then click on the position to read a detailed description. To sign up for any children’s position there is a link provided on the top of the positions description page that will take you to **SignUpGenius**.

For all questions and other volunteer opportunities contact us at (850) 224-3817.

Responsibilities and Guidelines for Grace Mission Volunteers

- Complete any orientation or training classes required for your position
- Background checks will be done for specific volunteer positions
- Be prompt and reliable. Arrive at least 5 minutes before your scheduled time
If unable to keep your commitment, call the Volunteer Coordinator at (850) 224-3817 please allow at least **24 hours** for us to find your replacement
- Sign in and sign out each time you are here or punch in and out with the time clock
- Dress casually but modestly (i.e. jeans and a plain t-shirt – comfortable shoes – closed toed shoes must be worn in the kitchen – no sandals)
- Volunteer ages are 10 and up unless pre-approved by priest
- One adult supervisor is required for every ten (10) volunteers less than 16 years of age
- Safety must be foremost on the mind of every person serving in the kitchen and eating and drinking is not allowed while serving food
- Cell phones, earbuds, headphones are prohibited
- Profanity and other offensive language will not be tolerated
- Treat everyone with respect and human dignity
- All volunteers are required to comply with the basic ethic of confidentiality regarding information entrusted to them in the course of performing their duties
- **Never** give any money to or promise to buy anything for members of Grace Mission
- **Do not** share social media information with anyone from Grace Mission
- Any personal injury that occurs while volunteering for Grace Mission should immediately be reported to a staff member and an incident report filled out immediately
- Volunteers may not serve under the influence of illegal drugs or alcohol and these items may not be brought to Grace Mission
- Please do not just “drop-in” to volunteer. Although we appreciate your help and enthusiasm, there are not always volunteer projects available

With approval, the following information is subject to modification.

Parking

Parking at **Grace Mission** is available on our property on Brevard Street in front of the building or the Bronough Street side of the building. Please do not block our chain-link gates on either side of the building and do not park in either of our neighbors parking lots. It is permissible to double park and park along the edge of the street on our property, if necessary.

Valuables

Please leave valuables at home or locked out of sight in your car. Things you bring inside with you need to stay with you or in a secured area. **We cannot be responsible for your valuables.**

Documenting Volunteer Hours:

All volunteers are responsible for keeping track of their own hours and must sign in and out each time they are here. Please keep your time card up-to-date (punch in and out each time you are here).

We also encourage all FSU students to record their hours with **serve script** (<http://thecenter.fsu.edu>), so their hours can be posted to their transcript.

If your commitment to Grace Mission has been assigned through a class, law enforcement or any other entity that requires feedback from Grace, you must notify us when you sign up to volunteer. You must give us a **two week notice** for any feedback or evaluations required at the end of your service.

Volunteer Discipline policy

For the protection of all involved and to maintain the ethics and standards at Grace Mission, please be aware we may terminate a volunteer for reasons including but not limited to:

- Taking anything from Grace Mission without prior approval
- Repeatedly missing a scheduled volunteer time
- Being under the influence of alcohol or drugs
- Misuse of equipment or material
- Failure, or inability, to perform assigned duties to satisfactory standards
- Disregard of safety rules
- Theft – zero tolerance policy
- Insubordination or gross misconduct
- Abuse or mistreatment of clients, children or staff
- Display of temperament or abusive language
- Inability to cooperate and get along with fellow volunteers or staff
- Failure or refusal to comply with all Grace Mission policies and procedures

Any volunteer who believes they have been dealt with unfairly or disagrees with termination may request mediation with the priest.

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Grace Mission

Non-Discrimination Policy

WHEREAS, Grace Mission is an outreach ministry of the Episcopal Diocese Florida that is focused on worship, while crossing racial, social, and economic lines to minister to the whole person,

WHEREAS, Grace Mission is committed to providing an inclusive and welcoming environment for all staff, congregants, volunteers, subcontractors, and vendors,

NOW THEREFORE, on May 19, 2016, the Grace Mission the Board of Directors hereby adopts the following non-discrimination policy, which shall be interpreted consistent with the policies and pronouncements of the Episcopal Diocese of Florida:

1. Grace Mission does not and shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, military status, or sexual orientation in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services.
2. Grace Mission is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, or sexual orientation.

Thank you for your time and assistance!

Statement of Acknowledgment

I _____ have read and understand Grace Mission's Volunteer Manual. Furthermore, I agree to uphold the policies set forth in the manual.

I also acknowledge that by not abiding by the policies set in this manual I could lose my status as a volunteer for Grace Mission. I further agree to release Grace Mission from responsibility of liability arising out of my violation of this statement.

Signature of Volunteer

Date

Signature of Grace Mission representative

Date