

## Policies and Procedures

### Statement of Acknowledgment and Agreement

I have received and read a copy of Grove Avenue Baptist Church's Volunteer Policies and Procedures Manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at Grove Avenue Baptist Church.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by Grove Avenue Baptist Church.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in the Manual. While, ideally, I will serve in this ministry for the agreed term, I understand that I may choose to end this relationship at any time. If possible, I will provide two weeks' notice to my supervisor.

I further acknowledge and understand that the materials and guidelines contained in this manual in no way express or imply a contractual employment relationship between Grove Avenue Baptist Church and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed, as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of Grove Avenue Baptist Church policies and procedures manual.

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Staff Member or Volunteer's name (please print)

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Staff Member or Volunteer's signature

Date: \_\_\_\_\_

[This page is to be signed, detached and delivered to Administrator.]