

SPARROW HOME OF SARNIA-LAMBTON

## Application Package (Cover Letter)



### Hello!

Thank you for your interest in serving with Sparrow Home of Sarnia-Lambton. Our ministry is dedicated to providing safe housing, practical support, and compassionate care to women experiencing unplanned pregnancies. We believe that every woman is created and loved by God, and we are committed to walking alongside each resident with grace, dignity, and hope.

This Application Package outlines the *volunteer* position of **Board Member**, along with the qualifications, expectations, and faith commitments required for service in our ministry.

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## Application Form

### Personal Information

Applying for the position of: \_\_\_\_\_

|  |  |             |  |
|--|--|-------------|--|
| Full Name  |  |             |  |
| Street Address   |  | City        |  |
| Province   |  | Postal Code |  |
| Email  |  | Phone       |  |
| Are you legally eligible to work in Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No |  |             |  |
| Name of Church You Attend  |  |             |  |
| Name of Pastor   |  |             |  |
| Pastor's Contact Info  |  |             |  |

### Please attach the following:

- ☐Resume
- ☐Cover Letter

- ☐ Signed Statement of Faith
- ☐ Three References including contact information

### **Applicant Declaration**

I hereby certify that the information provided in this application is true and complete to the best of my knowledge. I understand that employment with Sparrow Home of Sarnia-Lambton requires adherence to the ministry's Christian values, Statement of Faith, and code of conduct.

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Signature

Date

### **Position Summary: Board Member**

**Position Title:** Board Member

**Reports To:** Board of Directors

**Type:** Volunteer, Directorial position

**Location:** Sarnia-Lambton

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The Board of Directors of Sparrow Home Sarnia Lambton provides **spiritual leadership, organizational oversight, and governance** for the ministry. Board Members serve as volunteers who steward the mission and safeguard the ministry values. The Board will ensure accountability, and support the long-term health and sustainability of the organization. This work is done in collaboration with the Home Director, who oversees day-to-day operations, while the Board retains responsibility for vision, policy, financial stewardship, and strategic direction. Board Members will oversee volunteer committee work outside day to day operations, such as fundraising events and home maintenance.

## **Responsibilities**

### **1. Governance & Oversight**

- Establish and uphold the mission, vision, and core values of Sparrow Home.
- Develop and maintain governance policies, bylaws, and strategic priorities.
- Ensure legal, ethical, and regulatory compliance.
- Monitor organizational performance and mission alignment.

### **2. Financial Stewardship**

- Approve annual budgets and review financial statements.
- Ensure responsible stewardship of donations and resources. Participate in financial planning, risk management, and long-term sustainability efforts.
- Oversee maintenance and infrastructure projects for the physical home

### **3. Support & Supervision of the Director**

- Hire, support, evaluate, provide accountability for the Home Director
- Provide prayerful guidance, encouragement, and accountability.
- Ensure the Director has the resources and support needed to lead effectively.

### **4. Strategic Leadership**

- Participate in strategic planning and long-term visioning. Assess community needs and help guide program development. Ensure decisions reflect a commitment to Christ, Scripture, and compassionate ministry.

### **5. Advocacy & Public Representation**

- Serve as ambassadors for Sparrow Home within churches, the community, and partner organizations.

- Model Christlike character and support the ministry's reputation and visibility.

## 6. Fundraising & Development

- Support fundraising efforts through prayer, participation, and direction
- Help cultivate donor relationships and attend key ministry events.

## 7. Board Participation

- Attend and actively participate in board meetings, committees, and retreats.
- Come prepared, engaged, and committed to collaborative decision-making.
- Maintain confidentiality and adhere to board policies and ethical standards.

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## Qualifications

- An active, and growing relationship with Jesus Christ.
- Agreement with Sparrow Home's Christian mission and Statement of Faith.
- Regular involvement in a local Christian church.
- A heart for women facing unplanned pregnancies and vulnerable situations.
- Commitment to integrity, confidentiality, and unity.

*Experience in one or more of the following areas is considered an asset: nonprofit leadership, governance, finance, law, ministry, social services, HR, fundraising, or community development.*

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## Term & Time Commitment

- **Term length:** 2 years, possible renewal for another 2 years
- **Meetings:** Typically monthly or bimonthly
- **Committees:** Participation on at least one board committee

- **Time commitment:** Approximately 4–8 hours per month

## Accountability

(to be drafted)

### Statement of Faith Requirement

Board Members must affirm and uphold Sparrow Home's Statement of Faith and commit to living a Christ-centered life consistent with biblical principles in both leadership and conduct.

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### Police Check Requirement

Because Sparrow Home is a ministry serving vulnerable individuals, Board Members must complete:

- A **Vulnerable Sector Check (VSC)** prior to service
  - A **renewal every 2–3 years**
  - An **annual criminal self-declaration form**
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### Reference Requirements

Applicants must provide **three (3) references**, including:

1. **Pastoral Reference**  
A pastor, ministry leader, or spiritual mentor
2. **Professional Reference**  
A supervisor or colleague familiar with your work
3. **Character Reference**  
A community member, volunteer coordinator, or similar

## **Statement of Faith**

### **Mission Statement**

*To provide a safe home for pregnant and new mothers to receive hope and healing.* A Christian maternity home serves not only as a safe refuge for women facing unplanned or difficult pregnancies but also as a ministry to share the hope and truth of Jesus Christ. Its purpose is to demonstrate Christ's love through practical care—providing shelter, counseling, life skills training, and support—while pointing women toward a personal relationship with Him.

### **Vision Statement**

*That mothers are equipped to move forward, connected to community, and shown the love of Christ.* By offering both physical provision and spiritual guidance, the home seeks to transform lives, proclaim the Gospel, and inspire women to embrace God's plan for them and their children, becoming living testimonies of His grace and redemption.

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### **Who is God?**

We believe in God, as he has revealed himself in the Bible. This God is triune - Father, Son, and Holy Spirit - three unique persons, and yet one God. He is sovereign over the universe, upholding and directing all things according to his good purpose and plan.

### **How do We Know Him?**

This God has made himself known to us by the evidence of his wisdom and creative power which we see around ourselves, but more specifically in his written, inerrant, authoritative Word. This Word teaches us who God is, who we are, and how we are to live. It is the only source of eternal and trustworthy truth.

In the beginning, God created everything, seen and unseen, as recorded in the Genesis account, good and perfect. Every element of the creation reflects God's glory, but he has given special honour and dignity to human beings, creating them in his own image. For this reason, we hold all human life as sacred.

The first man and woman, Adam and Eve, chose to rebel against God and disobey him, bringing all the human race into sin and misery with them. The corruption of sin has impacted every aspect of human nature, and so we see brokenness and pain in the world all around us.

God did not leave humanity without hope after their rebellion. Immediately after the fall into sin, he promised a Saviour who would bring restoration. In the course of time, he brought that Saviour into the world - God the Son, Jesus Christ, born as a human being to live a perfect life in our place, and to suffer the punishment for all of our sins. This Saviour is the only hope of the world and the only Mediator between God and the human race. Repentance and faith in his completed work on our behalf is the only way to salvation, restoration, and eternal life.

### **How do We Respond to Him?**

All those who truly believe in Jesus have the third person of the trinity, the Holy Spirit, poured out into their hearts. The Spirit teaches and guides them and helps them to understand God's Word. The Spirit also begins the work of renewing their hearts and minds, so that more and more, they want to live as God calls them to - to embrace those things that God calls good, and to reject and turn away from the things God calls evil. This is how they show their thankfulness to God for the salvation he has given them.

For this reason, we adhere to a biblical standard of ethics and morality. Love, joy, peace, patience, kindness, gentleness, and self-control should mark the conduct of every staff member and volunteer. We expect all staff and volunteers to demonstrate

- Respect for authority at every level, within the family, this organization, and society in general.
- Respect for human life, from conception to natural death.
- Respect for God's standard of sexuality and marital faithfulness, that is, one man and one woman united by marriage.
- Respect for the property of others and generosity with the gifts entrusted to us.
- Respect for honesty and truthfulness.