

CFW Unity Prayer

Heavenly Father,

Bless you Lord, for this is the day you have made and I will rejoice and be glad in it! I will bring my first fruits before you now in prayer for this time I have dedicated to serve you. Lord, your word says that if I seek you I shall find you when I search for you with all my heart.

I praise you my creator. I thank you for creating me in your image, a triune being: spirit, soul and body. I submit myself to you today and know that without you I can do nothing, but with you all things are possible.

Lord, I am thankful for this opportunity to pray. I pray that you would give me a door of utterance to speak the mystery of Christ for which I am also in bonds; that I may say what you want me to say. I pray that I walk in wisdom toward them that are without, redeeming the time. Let my speech be always with grace, seasoned with salt, that I may know how to answer every person.

Lord I'm not capable of loving like you, but you can fill me up to overflowing. For this reason I bow my knees to you, the Father of our Lord Jesus Christ, from Whom the whole family in heaven and earth is named that You would grant me, according to the riches of Your glory, to be strengthened with might through Your Holy Spirit in the inner man, that Christ may dwell in my heart through faith; that I being rooted and grounded in love, may be able to comprehend with all the saints what is the width and length and depth and height – to know your love, the love of Christ which passes knowledge, that I may be filled with all the fullness of God. (Ephesians 3:14-19)

I praise you today Lord because you are Lord of the harvest. We praise you for the continual increase of clients, client advocates, wisdom and money for the completion of your will on this earth. We pray specifically for 100 pregnancy test clients a month. We thank you for continually answering prayers and doing things bigger and better than we could have ever imagined. We pray for doors and eyes to be opened in the hearts of people who have the ability to sow finances on a monthly basis, with the church pastors and leaders to support us with their mission budgets and with business owners to contribute large amounts for special projects as well as monthly support. We pray specifically that Choices for Women Resource Center is debt free and we have the new facility to meet all our needs.

Send the people that you would have me minister to today. Fill me with your love so that I can give it out to those in need. I trust that you make the appointments today! I know Lord that I am the believer and you are the performer!

Give me the ability to discern needs in people. I ask you to prepare their hearts to hear you Lord we trust that your Holy Spirit is so strong in this place that he displaces anything that doesn't belong on people when they come through this door. I pray today that the hearts of the people will be ready to turn to you Lord with true repentance.

We pray a hedge of protection around Choices for Women Resource Center. We plead the blood of Jesus over every client, client advocate, board member, Rose, Shari and Trish.

In the name of Jesus I pray, Amen.

Choices for Women Resource Center

Client Advocate Training Checklist 2010

Name of Client Advocate

Mission Statement:

Choices for Women Resource Center exists to demonstrate and share the life-changing message of Jesus Christ by providing practical help and loving support for those facing an unplanned pregnancy.

Contact Information

Please prioritize or star the area you want to train in:

- _____ A Team – A person on the A Team will help with Administrative tasks.
- _____ B Team – A person on the B Team will help with our Blessing Boutique.
- _____ C Team – A person on the C Team will be in the Counseling Room.
 - _____ PT – Pregnancy Test
 - _____ US – Ultrasound Client
 - _____ IV – Initial Visit Assistance
 - _____ EWYLM – Earn While You Learn Mentor
 - _____ ALL –
- _____ D Team – A person on the D Team will help with our Donor Support.

Special Interests:

- _____ Become a prayer partner by emailing prayerpartner@choicesforwomen.org
- _____ Post-Abortive Healing
- _____ P.U.R.E. Group (People Upholding Relationships with Encouragement)
- _____ Ultrasound Technicians (Requires certain skills sets/experience)

<u>TASK</u>	<u>DATE COMPLETED</u>
Welcome	
Turned in Client Advocate Application	_____
Submit a photo of yourself	_____
Receive "Precious Feet" Pin	_____
Watch "Nacho Libre" and prepare a skit for Rose (lol)	_____

For post-abortive volunteers, we ask that you speak with Shari McCutcheon personally regarding your journey to healing. You may reach her at the Choices office at 812-941-0872 ext. 11 or call her cell phone 502-523-0535. We understand that you may have been through counseling or another class that has brought you to a place of healing, but before you would start to see clients we want to ensure that you are in a healthy place.

Also, know that as a result of volunteering here, friends or family may come forward and share their abortion experience. We want to be an encouragement to these women in receiving their healing. Encourage them to call and together we will seek God's wisdom on the next best step for them.

Choices for Women
2019 E. Spring Street
New Albany, IN 47150
812-941-0872
fax: 812-941-3759

webpage for clients: www.choicesforwomen.org

webpage for donors/volunteers: www.choicesforwomen.org/partners

If you are unable to come in at your scheduled time, please email, text or call Trish, Shari or Rose:

Trish: trish.burns@louisville.edu
502-533-7937

Shari: sharimccutcheon@insightbb.com
502-523-0535

Rose: director@choicesforwomen.org
502-541-9783



**Rose in-utero
(only with an iphone)**

Computer Basics

Computer: There are six workstations: Three workstations at front desk, one in Counseling Room #1, Client Services Director's office and the Executive Director's office. We mostly will operate on the web.

Dropbox is where all of our office files are stored. If you are creating a new document, you must use your desktop, but afterward, please put it in Dropbox. This is a shared network.

Here's how to log on:

On the desk top:

Click on **"Dropbox"**

Double click on **CFW Shared Documents**

Our web-based computer system is: _____

These are the User IDs and passwords:

To access the web-base system type: _____

User ID: _____

Password: _____

Counseling Room #1 the screensaver password is: _____

Please do not say the password out loud. It really defeats the idea of having a password if we are shouting about the office so that all may hear.

To access information on the web page:

Go to: www.choicesforwomen.org/partners etc, etc, etc.

Client Advocate A Team Training Tracking

TASK

DATE COMPLETED

All reading materials can be found in the conference room on on the web:
www.choicesforwomen.org/partners.

Welcome to the Office
Office Overview _____
Daily Checklist _____

Read CA Training Manual _____

Read Policy & Procedure Manual _____

Read/Review "How To" Manual _____

Telephone Training
Verbal – Phone Usage _____
Read Office Manual—Phone Section _____
Read "First Nine Months" Brochure _____
Read "Before You Decide" _____
Review Abortion Caller Dialogue _____
Review Morning-After Pill Dialogue _____
Test Role Play Abortion Minded Caller _____
Test Role Play Morning-After Pill _____

Greeting Visitors
Clients: _____
Verbal _____
Role Play _____
Observe _____
Donors/Potential Donors _____

Receive Instructions on how to access
CFW Shared Files in Dropbox _____
Verbal _____

Web-based Database Training
Hands On Class _____
Appointment Book _____
Client File _____
Donor Management _____

Client Advocate B Team Training Tracking

TASK DATE COMPLETED

All this information is located on the conference room or on the website:
www.choicesforwomen.org/partners

Welcome to the Blessing Boutique _____

Read CA Training Manual _____

Read Policy & Procedure Manual _____

Understand "Contact with Children of Clients"

Policy _____

Read/Review "How To" Manual _____

How to Sort Diapers/Wipes _____

How to Assemble Gift Bags _____

How to Assemble Parenting Packets _____

How to Be A Shopping Assistant _____

Completing the Blessing Boutique Form _____

In Case of Emergency:

Telephone Training

Telephone Training _____

Verbal – Phone Usage _____

Read Office Manual—Phone Section _____

Read "First Nine Months" Brochure _____

Read "Before You Decide" _____

Review Abortion Caller Dialogue _____

Review Morning-After Pill Dialogue _____

Test Role Play Pregnancy Client _____

Test Role Play Abortion Minded Caller _____

Test Role Play Morning-After Pill _____

Greeting Visitors

Clients: _____

Verbal _____

Role Play _____

Observe _____

Donors/Potential Donors _____

Client Advocate On-going Training

Spiritual Growth

Client Advocate On-going Training Tracking

<u>TASK</u>	<u>DATE COMPLETED</u>
Pregnancy Test/Abortion Minded Client:	
Study Fetal Development Brochure	_____
Study "Before You Decide" Brochure	_____
Review Abortion Minded Client in CA Training Manual/web	_____
Role Play with Client Services Director as Client	_____
Role Play with Test Client	_____
Observe another Client Advocate	_____
Client Services Director Observes You with Client	_____

Evangelism

Review Sharing Jesus Without Fear Package in Library	_____
Review Tools for Saving Souls and Saving Lives in Library	_____
Read "The Way of the Master" Book/Watch DVDs	_____
Role Play with Client Servies Director as Client	_____
Role Play with Test Client	_____
Observe another Client Advocate	_____
Client Services Director Observes You with Client	_____

Adoption

Walk through all EWYL lessons on adoption	_____
Review adoption materials on we b page	_____
Read "A Case for Adoption: A Guide for Counselors" Booklets located in the CA Training Manual	_____
Read "Letting Go: Birthparents Share Their Journeys Through Adoption" booklet that is located in the EWYL "Letting Go DVD"	_____

Abstinence/Sexual Integrity

Walk through all EWYL lessons on sexual integrity	_____
Review abstinence materials on web page	_____
Review all brochures in Sexual Revolution Packet	_____

Post Abortive-Woman

Review Survivor's Packet	_____
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Earn While You Learn Program

Review Client Introduction Procedure	_____
Review How to find EWYL Lesson	_____
Review How to make changes/additions to EWYL	_____
Review Stayin' Alive Packet (Kohl's bag)	_____
Review EWYL Lessons	_____
Learn how to restock a lesson when used	_____

Client Advocate C Team Training Tracking

<u>TASK</u>	<u>DATE COMPLETED</u>
Read CA Training Manual (Conference Room/Web)	_____
Read Policy & Procedure Manual	_____
Explanation of Client Intake Folder	_____
Database Training: (Entering a Client Folder)	
Attend Computer Lab	_____
Observe New Client	_____
Observe Return Client	_____
Hands on with Assistant	_____
Observe Donor if applicable	_____
Gospel:	
Watch/Discuss CFW Gospel Presentation	_____
Observe Exec Dir/Client Service Dir	_____
Observe another Client Advocate	_____
Role Play CFW Gospel Presentation	_____
Watch Care-Net Training DVD:(Follow Along with the Care Net Training Manual)	
Disc 1, Introduction	_____
Disc 1, Section 1: Meeting the Challenge	_____
Disc 1, Section 2: Biblical Foundations	_____
Disc 1, Section 3: The Client	_____
Disc 2, Section 4: Caring Help	_____
Disc 2, Section 5: The Good News	_____
Disc 3, Section 6: The Center Visit	_____
Disc 3, Section 7: Abortion Education	_____
Disc 4, Section 8: Positive Options	_____
Disc 4, Section 9: Special Issues	_____
Disc 4, Conclusion & Questions	_____
Disc 5, Introduction to Role Play	_____
Disc 5, Role Play: Abortion Minded Client	_____
Disc 5, Role Play: Evangelism	_____
Disc 5, Role Play: Abstinence Message	_____
Disc 5, Role Play: Male Client	_____
Familiarize Yourself with the Counseling Room:	
Counseling Room Drawers	_____
Counseling Room DVDs/Players	_____
Read Fetal Development Brochure	_____
Read "Before You Decide" Brochure	_____
Packets:	
Positive Pregnancy Packet (green)	_____
Sexual Revolution (Abstinence) Packet (yellow)	_____
Survivor (Post-Abortive) Packet (Blue)	_____
Stayin' Alive Packet (Kohl's bag)	_____
More to Come...	_____
Brochure Drawer/How to locate brochures	_____

Performing the Pregnancy Test

- Walk through _____
- Observe CA: Name: _____
- Observe CA: Name: _____
- Observe Client Services/Executive Director _____
- Client Services/Executive Dir Observes You _____

Pregnancy Test Client

- Walk through _____
- Watch the "Choices of a Lifetime Video" _____
- How to Use the Pregnancy Wheel _____
- Fetal Models _____
- Role Play as client with CA _____
- Role Play as counselor with CA _____
- Observe CA: Name: _____
- Observe CA: Name: _____
- Observe Client Services/Executive Director _____
- Client Services/Executive Dir Observes You _____

Ultrasound Client

- Walk through _____
- Role Play as client with CA _____
- Role Play as counselor with CA _____
- Observe CA Name: _____
- Observe CA Name: _____
- Observe Client Services/Executive Director _____
- Client Services/Executive Dir Observes You _____

Assistance Client—Initial Visit

- Walk through _____
- Earn While You Learn (EWYL) Presentation _____
- Role Play as client with CA _____
- Role play as counselor with CA _____
- Observe CA: Name: _____
- Observe CA: Name: _____
- Observe Client Services/Executive Director _____
- Client Services/Executive Dir Observes You _____

Assistance Client—Earn While You Learn (EWYL) Participant

- Walk through _____
- Getting to Know You/Getting Acquainted _____
- Setting a goal _____
- Making a Lesson Plan _____
- Observe CA Name: _____
- Observe CA Name: _____
- Observe Client Services/Executive Director _____
- Client Services/Executive Dir Observes You _____

Client Advocate D Team Training Tracking

<u>TASK</u>	<u>DATE COMPLETED</u>
Read CA Training Manual	_____
Read Policy & Procedure Manual	_____
Become a Church Liaison:	
Invite your Pastor, church leaders to CFW to meet Executive Director	_____
Promote events at your church	_____
Keep your church informed/enthused about CFW	_____
Personally become a monthly partner and/or Enlist monthly support from your church Mission fund	_____
Give us your email address & receive updates to our partner website	_____
Take business cards and pass them out to potential donors and clients	_____
Introduce your circle of influence to the needs of CFW: We need donors, materials, services, More client advocates	_____
Buy a Choose Life License Plate	_____
Attend and participate in fund-raising events	
Sanctity of Human Life Sunday	
/Baby Bottle Boomerang	_____
Spring Gala	_____
Fall Walk for Life	_____
Golf Scramble	_____
Scrip cards, candy & cans, ink cartridges and cell phone recycling & Mary Kay fundraisers for PURE	_____
Serve on the support committee for one of the events	_____
Make follow up calls for an event	_____