



# Presence Volunteer/Internship

## Application and Agreement

**Note: Only age 14 and above is permitted to do office work according to the Fair Labor Standards Act.**

### ***Section 1 – General Information***

Mr./Mrs./Ms./ Dr./Rev.	Name	Mobile Phone Number	
Mailing Address			
City		State	Zip
Email Address			

Occupation/School	
Highest Degree/Grade Level	Major
Languages: <input type="checkbox"/> English <input type="checkbox"/> Cantonese <input type="checkbox"/> Mandarin <input type="checkbox"/> Other : _____	

#### Emergency Contact

Name	Phone #	Relationship
Name	Phone #	Relationship

#### Parental Contact (for minors under 18)

Name	Phone #	Relationship
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Name of Church you attend:	For how long?
How did you hear about this volunteer opportunity?	

Previous volunteer experiences (list places and dates of service): <i>[Internship applicant only]</i>	
Your Strength/Gift/Passion:	
List some of your hobbies, talents, and interesting facts about yourself:	
Why do you want to be Presence's volunteer?	

Character References *[Volunteers may just provide one reference]*

Name	Phone #	Relationship
	Email:	
Name	Phone #	Relationship
	Email:	

Times you would prefer to volunteer each week *[Office is closed on Saturday and Sunday, except special events]:*

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Time In							
Time Out							

Starting Date: \_\_\_\_\_ Length of Commitment: \_\_\_\_\_

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## Section 2 - Areas of Interest

Please check all that apply:

Publications & Blog :  Editing  Writing  
 English to Chinese Translation  Chinese to English Translation

Graphic Design:  Event Flyers  Product Packaging  Social Media

Promotion:  Events  Church  Social Media

Presence | Presence Quotient® | RE:NEW a Presence movement | Presence Possibilities

- Event Team:  Booth Support/Product Sales  Usher  
 Setup and Cleanup  Photographer  Videographer
- Video Team:  Voice-Overs  Video shooting  Video Editing  Music Arrangement  
 DVD Production  Captioning  
 Language preference:  Mandarin  Cantonese  English
- Outreach Team:  Presence Promoter in Church/Community  Distribution of  
 flyers/posters/magazines
- Fundraising:  Grant Writing
- Marketing:  Research  Copywriter

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### ***Section 3 – Agreement & Liability Release***

I wish to volunteer for Presence. I agree and release Presence as follows:

1. I understand that Presence Quotient®, also known as Presence, is a Christian 501(c)(3) non-profit organization that provides tools and training for individuals and families to apply Christian values to their everyday lives, bridge the cultural and generational gap, and be equipped to lead and serve in their communities.
2. I recognize that as a volunteer I **represent Presence** to the public. I accept responsibility for this status and will conduct myself in a professional manner. In agreeing with the above mission statement of Presence, I will address all my **speech content** in accordance with Presence’s vision and values. Any statement resulting contradictory issues will be viewed as my personal perspective without any co-relation with Presence.
3. I acknowledge that the names, **“Presence Quotient”, “RE:NEW a Presence movement”, “Presence Possibilities”** and their logos, tradenames, and trademarks each and all have substantial commercial value and reputation, and agree not to use those names without first obtaining Presence’s prior written consent.
4. I irrevocably grant to Presence and its agents my consent and full **right to use my name, photo, likeness and written feedback** during the volunteer activity in any and all media, publications, advertising and publicity for the purposes of education, training, public relations, promotion, and/or fundraising. I grant permission to be filmed by the Presence or the news media. I agree to waive any rights of compensation for the use of this video recording or reproduction of images and photography.
5. I agree with Presence’s **Statement of Faith**; Statement on Marriage, Gender, and Sexuality; Statement on Discipline; Statement of Final Authority on Matters of Faith and Conduct. Please refer to Exhibit 1.
6. My services are donated to Presence **without** contemplation of **compensation** or future employment. My services are given for humanitarian, religious or charitable reasons.
7. I shall make my best effort to **fulfill my commitment** to Presence by completing all assignments that I accept.

8. I shall hold as absolutely **confidential** all information that I may obtain directly or indirectly concerning Presence and not seek to obtain confidential information from Presence.
9. I will not participate in and will report any and all instances of any sort of **harassment**, exploitation, and/or intimidation. I will maintain an atmosphere of physical and emotional safety for everyone associated with Presence including but not limited to employees, volunteers, clients, guests and visitors.
10. I understand that my activities as a volunteer may include but are not limited to (a) physical activity (including without limitation work with heavy tools and materials), (b) travel to and from various unspecified locations and (c) other potential risk of injury. Should I voluntarily use my **own means of transportation** for Presence-related purposes, Presence is not liable. I am voluntarily participating in this service with the knowledge of the potential hazards involved and hereby **agree to accept any and all risks of injury** without any recourse to or against Presence. Presence is not responsible for lost or stolen personal items.
11. I hereby **release** Presence, its directors, officers, partners, agents, employees, assigns, sponsors, donors, representatives, clients and affiliates **from all actions, claims, suits** or demands that I, my assignees, heirs, guardians and legal representatives now have or may hereafter have arising out of, based upon or relating to my participation as a volunteer. I agree to hold Presence or its agents harmless of all claims of injuries, illness, cause of action, rendering of emergency care, and liability related to use or participation in any volunteer activity.
12. I understand that I will be the sole author and creator of all work created for Presence and produced and submitted to Presence, and all material will be **original** and will not infringe upon the copyrights, proprietary rights, contractual rights or any other rights of any third party. I hold the responsibility to convey to Presence the rights granted herein, free and clear of any claims by others. In the event that I secure assistance in creating any of the work for Presence from any person, I shall secure a transfer of copyright ownership directly to Presence of any portions created by such other persons.
13. The Material that I will be submitting to Presence will not be obtained by unlawful means and that the Material will **not have been previously published** in any manner or medium unless otherwise specified, including but not limited to print or electronic mean.
14. As a writer/artist, I must obtain written permission before **republishing** the same Material elsewhere. Permission may be granted after six (6) months of Presence's first publishing.
15. Volunteer wishing to give **notice of termination** of this Agreement, or of an intention not to renew at the end of the committed period, shall give Presence 15 (Fifteen) business days advance written notice. Volunteer shall write to the following mailing address: Dr. Agnes Ip at Presence Quotient, 20651 Golden Springs Dr. #104, Walnut, CA 91789 or email [hr@presencequotient.org](mailto:hr@presencequotient.org).
16. Presence may contact my references. I hereby authorize any individuals to disclose any and all information to Presence. I release all such persons or entities from liability that may result or arise from Presence's collection of all information or its consideration of my application. This release is in effect for 90 days from the date I submit my application to the Presence staff.

17. I have carefully read this agreement and fully understand its contents. I am aware that this is a release of liability and I sign it of my own free will.

**Volunteer Signature\*** \_\_\_\_\_ **Date** \_\_\_\_\_  
Print Name: mm/dd/yyyy

*\*For volunteers under 18, a parent or legal guardian's approval and signature is required*

**Parent/Legal Guardian's Approval:**

I am the parent/legal guardian of \_\_\_\_\_ (the Volunteer). I have read Section 4 Agreement and Liability Release and I understand and agree to the terms. I am waiving certain of my legal rights as well as the rights of the Volunteer to sue Presence or to assert any claim in court. I agree, for myself and the Volunteer, to be legally bound by the terms and conditions of this document.

**Parent/Legal Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
Print Name: mm/dd/yyyy

**Presence Witness' signature:** \_\_\_\_\_ **Date** \_\_\_\_\_  
Print Name: mm/dd/yyyy

**EXCERPTS FROM BYLAWS OF PRESENCE**

**ARTICLE IV**

**STATEMENT OF FAITH**

All the Board of Directors, officers, employees, contractors, volunteers, and youth leaders of Presence must agree to the following statements of faith. We believe in:

- A. The Unity of the Father, Son and Holy Spirit in the Godhead.<sup>1</sup>
- B. The Sovereignty of God in creation, revelation, redemption and final judgment.<sup>2</sup>
- C. The divine inspiration and entire trustworthiness of Holy Scripture; as originally given, and its supreme authority in all matters of faith and conduct.<sup>3</sup>
- D. The universal sinfulness and guilt of all men since the Fall, rendering them subject to God’s wrath and condemnation.<sup>4</sup>
- E. Redemption from the guilt, penalty, dominion and pollution of sins, solely through the sacrificial death of the Lord Jesus Christ, the incarnate Son of God who is man’s only Representative and Substitute.<sup>5</sup>
- F. The bodily resurrection of the Lord Jesus Christ from the dead, and His ascension to the right hand of God the Father.<sup>6</sup>
- G. The presence and power of the Holy Spirit in the work of regeneration.<sup>7</sup>
- H. The justification of the sinner by the grace of God through faith alone.<sup>8</sup>
- I. The gift of eternal life through Jesus Christ the Lord to the Saved, and the eternal punishment of the unsaved.<sup>9</sup>
- J. The indwelling of the sanctifying work of the Holy Spirit in the believer.<sup>10</sup>
- K. The only Holy Universal Church which is the Body of Christ and to which all true believers belong.<sup>11</sup>
- L. The certain expectation of the personal return of the Lord Jesus Christ.<sup>12</sup>

**ARTICLE V**

**STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY**

All the Board of Directors, officers, employees, contractors, volunteers, and youth leaders of Presence must agree to the following statements and conduct themselves in accordance with them.

- A. We believe that God wonderfully and immutably creates each person as male or female. These two

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<sup>1</sup> Matt 3:16-17; Matt 28:19  
<sup>2</sup> Dan 4:34-35; Isa 46:10; Eph 1:11; Rom 11:36; 1 Cor 8:6  
<sup>3</sup> 2 Tim 3:16; Titus 1:2  
<sup>4</sup> Rom 3:23; Rom 6:23  
<sup>5</sup> 1 Cor 15:20-23  
<sup>6</sup> Rom 8:34; Phil 2:8-9  
<sup>7</sup> 2 Cor 5:17; John 3:5-8  
<sup>8</sup> Gal 2:16  
<sup>9</sup> Titus 3:4-7; John 3:16  
<sup>10</sup> Gal 5:22-23; Rom 8:4-5, 9, 11  
<sup>11</sup> John 17:11  
<sup>12</sup> Heb 10:37

distinct, complementary genders together reflect the image and nature of God.<sup>13</sup> Rejection of one's biological sex is a rejection of the image of God within that person.

- B. We believe that God instituted monogamous marriage between male and female as the foundation of the family, the basic structure of human society. We believe that the term 'marriage' has only one meaning: the exclusive legal union between one genetic male and one genetic female.<sup>14</sup> We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other.<sup>15</sup> We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- C. We believe that any form of sexual immorality (such as, but not limited to adultery, fornication, premarital sex, homosexual behavior, bisexual conduct, bestiality, incest, use of pornography, polygamy, transgenderism, cross dressing, pedophilia and bestiality) is sinful and offensive to God. Further, lascivious behavior, the creation, viewing and/or distribution of pornography, and efforts to alter one's physical gender or gender related appearance are incompatible with a true biblical witness.<sup>16</sup>
- D. We believe that in order to preserve the function and integrity of Presence as the local Body of Christ, and to provide a biblical role model to the community, it is imperative that all persons employed by Presence in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality.<sup>17</sup>
- E. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.<sup>18</sup>
- F. We believe that every person must be afforded compassion, love, kindness, respect, and dignity.<sup>19</sup> Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Presence.

## ARTICLE VI

### STATEMENT ON DISCIPLINE

The threefold purpose of discipline is to glorify God by maintaining purity in the Body of Christ,<sup>20</sup> to edify believers by deterring sin and promoting purity,<sup>21</sup> and to promote the spiritual welfare of the offending believer by calling him or her to return to a biblical standard of doctrine and conduct.<sup>22</sup> As a Christian organization, Presence is a Body of Christ.

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<sup>13</sup> Gen 1:26-27

<sup>14</sup> Matt 19:4-6; Gen 2:18-25

<sup>15</sup> 1 Cor 6:18; 7:2-5; Heb 13:4

<sup>16</sup> Matt 15:18-20; 1 Cor 5:11, 6:9-10, 6:18-20, 7:1-3, 7:8-9; 1 Tim. 1:9-11; Rom 1:18-32

<sup>17</sup> Matt 5:16; Phil 2:14-16; 1 Thess 5:22

<sup>18</sup> Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11

<sup>19</sup> Mark 12:28-31; Luke 6:31

<sup>20</sup> 1 Cor 5:6

<sup>21</sup> 1 Tim 5:20

<sup>22</sup> Gal 6:1

The Lord Jesus Christ has entrusted the local Christian body with the authority and responsibility to discipline members for flagrant sin or serious doctrinal error, with the goal of the restoration of the offender. This discipline is entrusted to the President or Board of Directors (in case of the President is the subject of the discipline proceeding) and is to follow the biblical pattern as set forth in Matthew 18:15-20; 1 Corinthians 5; 2 Corinthians 2:7-8; Galatians 6:1; 2 Thessalonians 3:6; Titus 3:10-11; and 2 John 7-11. Any members of the Board of Directors, officers, employees, contractors, volunteers, youth leaders who are under service agreement with Presence who practice or affirm a doctrine or conduct that, in the judgment of the President or Board of Directors (in case of the President is the subject of the discipline proceeding) is opposed to the teaching of the Word of God, or is threatening to the testimony of this Christian body, or is divisive to the body, shall be subject to discipline.

Discipline will follow the said biblical pattern, and is an effort to bring the individual to repentance and protect the Christian body from unrepentant sin. Discipline may involve exclusion from participation in ministry, as well as termination from his/ her position. An individual may be disciplined by the President or Board of Directors (in case of the President is the subject of the discipline proceeding) short of termination from the position, as they deem appropriate for the specific circumstance (for example, an individual may remain a member of this organization in certain circumstances but be denied the privilege of serving in a particular ministry). The President or Board of Directors (in case of the President is the subject of the discipline proceeding), as is required by Scripture, may report to the Board of Directors, officers, employees, contractors, volunteers, youth leaders, as well as to the public names of those who have been terminated by reason of discipline, and the reason for that discipline, as described in Matthew 18:15-20.

Members of the Board of Directors, officers, employees, contractors, volunteers, and youth leaders of Presence further knowingly and voluntarily agree that he/she cannot voluntarily withdraw or resign from his or her position in the midst of the discipline process, and may only voluntarily withdraw or resign from his or her position if they are not the subject of a discipline proceeding at the time or only after a disciplinary process, of which they are the subject, has been concluded as determined by the President or Board of Directors (in case of the President is the subject of the discipline proceeding).

## **ARTICLE VII**

### **STATEMENT OF FINAL AUTHORITY ON MATTERS OF FAITH AND CONDUCT**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Presence's faith, doctrine, practice, policy, and discipline, our founder Dr. Wai Yan Ip Ngan, aka Agnes Ip is Presence's final interpretive authority on the Bible's meaning and application.