



## New Day: for children of divorce

*In the night there are many tears, but joy comes in the new day.*

CenterPoint Counseling – Second Presbyterian Church  
7700 N. Meridian St. Indianapolis, IN 46260 – 317.252.5518 – 317.259.5718 (fax) – [NewDay@CenterPointCounseling.org](mailto:NewDay@CenterPointCounseling.org) (email)

## Welcome to New Day!

Dear Potential New Day Volunteer,

Thank you so much for your interest in becoming a Volunteer Facilitator for the New Day Program. We are anxious to get to know you and the unique gifts and talents that you will bring to our new journey together. As you probably know, New Day is a directional support group for children and families of divorce. Our goal is to help children (and adults) develop and gather the tools they will need to move through their current and on-going grief as it relates to their divorce experience in a healthy way. Because we recognize that each child and person will move through their grief at their own pace and in their own way, New Day is an open-ended group. Children and families can enter and re-enter New Day based upon their needs, developmental levels and stages of grief.

Our Volunteer Facilitators are critical to the New Day Program. They are a staple for the constantly changing lives of a family experiencing divorce and that is why we are asking the following of each Volunteer Facilitator:

- to commit to **one season** (or 1 semester for students) of every 2<sup>nd</sup> and 4<sup>th</sup> Tuesday night from 5:30pm– 8:30pm;
- to complete and mail back the enclosed **Volunteer Application**;
- to attend a **3-day training** (that would include shadowing a New Day program night).
- to schedule a **brief interview** with New Day staff (after having fully completed training).
- to sign the **Statement of Commitment** (that outlines all volunteer expectations and guidelines).

### Regarding the Time Commitment:

For our children and families to make a true connection with our program and volunteers, we are asking our volunteers to commit to at least one full season of every 2<sup>nd</sup> and 4<sup>th</sup> Tuesday evening from 5:30pm-8:30pm (or one semester if you are a student). The New Day season runs September through May and takes a break for the summer.

As a Volunteer Facilitator, our children will begin to develop a special and needed bond with you. Because of the nature of who we serve it is critical that once you commit to New Day, you will remain a strong and constant presence in our program for one year. Many of the children we serve will have attachment and abandonment issues and the development of a trusting relationship with a facilitator will be a key to their growth.

Volunteers must also attend the training and workshops when scheduled. We understand that occasionally volunteers may not be able to attend a Program Night because of vacations and illness and we will work together to make accommodations. All meetings and Program Nights will be held at Second Presbyterian Church (7700 North Meridian Street, Indianapolis, 46260).

### Step 1: Volunteer Application

Please fill out the enclosed Volunteer Application as fully as possible and **send it back** to:

New Day/CenterPoint Counseling  
7700 North Meridian Street  
Indianapolis, IN 46260

If you have any questions as you complete the application, please feel free to contact us at 252-5518.

### Step 2: The Training

After you have filled out the Volunteer Application and sent it back, a New Day staff person will contact you to discuss the training schedule.

Below is the training format. Please call to find out when the next training is set for.

<b>Saturday</b>	<b>from 8:00am-1:00pm</b>	<b>Training Day</b>
<b>Tuesday</b>	<b>from 5:30pm-8:45pm</b>	<b>Shadow Program Night</b>
<b>Wednesday</b>	<b>from 5:30pm-8:30pm</b>	<b>Training Day</b>

All volunteers are **required to attend all 3 days of the training**. If there is a conflict arises with the scheduled dates, please let us know as soon as possible.

Volunteer training will include the following: an overview/history of the program; special techniques for working with children of divorce through play, reflective listening, and meta-level communication; establishing rules/boundaries; instruction on group & co-facilitation with children; dealing with emergencies & difficult situations, etc...

### Step 3: The Interview

After you have completed all 3 training dates, a New Day staff person will contact you to schedule an interview. Interviews are intended to allow you to express concerns about becoming a volunteer, answer any further questions you may have, and further discuss your role as a New Day facilitator. The interviews are brief and last approximately 30 minutes.

### Step 4: Statement of Commitment

After you have completed the Volunteer Application, the training, and the interview, you will be asked to officially sign the **Statement of Commitment** (enclosed is a Preview of the Statement of Commitment and facilitator guidelines). The Statement of Commitment is a formal document to let us know that you have agreed to become a Volunteer Facilitator for New Day. Once New Day staff receives your Statement of Commitment, you will receive a letter notifying you to which age group you have been assigned and with whom you will be facilitating.

Volunteers mean everything to this program and we recognize the sacrifices that will be made to help our hurting children. We know that not every volunteer will be appropriate for our program, but take comfort in the fact that our paths have crossed for a reason. Thank you again for your interest. We look forward to getting to know you. If you have any questions, please do not hesitate to contact us by phone at 252-5518 or by email ([NewDay@CenterPointCounseling.org](mailto:NewDay@CenterPointCounseling.org)). We look forward to hearing back from you. Again, thank you!

Respectfully Yours,

The New Day Staff



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## Volunteer Application

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

### Contact Information:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: IN Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

How did you hear about New Day? \_\_\_\_\_

### Work History:

1. Do you currently work professionally?      Yes      No
2. If yes, what is the name of your employer? \_\_\_\_\_
3. Do you work (please circle)      Full Time      or      Part Time ?
4. Have you ever worked in social services, mental health, or ministry?      Yes      No
5. Have you ever worked professionally with children?      Yes      No

### Family Information:

1. Are you currently married?      Yes      No
2. Do you have any children?      Yes      No

3. If so, please list their names and ages:

Child	Age
_____	_____
_____	_____
_____	_____
_____	_____

4. Will you need child care for trainings or Tuesday evenings?      Yes      No

5. If so, what please indicate the age of each child needing care?  
 \_\_\_\_\_

**Personal Background:**

1. Are you a child of divorce?      Yes      No

2. Have you ever been divorced?      Yes      No

3. Have you ever been divorced more than once?      Yes      No

4. If yes to 2 or 3, please list when all divorces were final:  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Why are you interested in becoming a volunteer facilitator? What are your hopes and expectations?

6. Please list some of your strongest gifts that you might be able to contribute to our program.

7. Please number (1-6) in order of which age group you feel you would connect with the most. (1= strongest connection; 6= least connection)

\_\_\_\_\_ Pre-School                      \_\_\_\_\_ KG- 1<sup>st</sup> Grades                      \_\_\_\_\_ 2<sup>nd</sup> – 3<sup>rd</sup> Grades  
\_\_\_\_\_ 4<sup>th</sup> – 5<sup>th</sup> Grades                      \_\_\_\_\_ 6<sup>th</sup> Grade +                      \_\_\_\_\_ Adults Only

8. Please tell us about your interests and hobbies.

9. Is there anything else you would like to tell us about yourself?

10. Please sign this Notice of Understanding & Acceptance:

- I understand that this is not a therapeutic or counseling program, but a directional support group and I will not be asked to serve as a therapist or counselor, but as a volunteer facilitator.
- The information that I have provided to the New Day program, Centerpoint Counseling and Second Presbyterian Church is true and correct.
- I understand, that because of the nature of this work and the policies of Centerpoint Counseling and Second Presbyterian Church, it is necessary to obtain a criminal history check\* on each potential volunteer as a part of our assessment process. By signing below, I am consenting to a criminal history check and will fill out the attached information. (A criminal record will not automatically exclude an applicant from participating.)
- I, hereby, indemnify and hold harmless Centerpoint Counseling, the New Day program and Second Presbyterian Church from any and all issues that may arise by my participation in the New Day program.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

**\*Background Check-** Once you have registered for an upcoming training, an email will be sent requesting you to submit information for a background check. Please make sure that you do not delete this email.



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## Volunteer Statement of Commitment

As a Volunteer Facilitator for the New Day Program, I, \_\_\_\_\_, agree to the following:

- ❖ To participate as a Volunteer Facilitator for one New Day season (or remainder of current season) from the date of this statement after which I will be offered an opportunity to continue my involvement in the New Day Program or decline. My start date will be \_\_\_\_\_.
- ❖ To arrive **on time** for each Program Night in order to fully benefit from the Facilitator Briefing and focus for the evening. I understand that I am expected to arrive at 5:45pm on Program Nights and if I do not arrive by 6:25pm I may not be allowed to participate in the Program Night for that evening. I understand that if I am late by 15 minutes (6:00 pm) for 3 consecutive Program Nights, I will be given a “verbal warning” and asked to review my Statement of Commitment again. I further understand that if I continue to be late or do not meet the expectations listed on the reverse of this document, I will be given a written warning. Any other failure to fully meet my commitment to the New Day program will result in a review by New Day staff of further action and potential termination from the program.
- ❖ To take care of myself and understand that I will also be embarking on my own journey of self-discovery as I work as a Volunteer Facilitator for the New Day Program.
- ❖ To ask questions and be honest with the staff of New Day, with myself and with the New Day families.
- ❖ To attend all training hours before being assigned as a facilitator and attend at least one additional workshop throughout my year commitment.
- ❖ To understand that I will not have all of the answers.
- ❖ To abide by all guidelines and expectations listed for facilitators on the reverse of this Statement.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date



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### Facilitator Guidelines & Expectations

**1. BE ON TIME – physically and emotionally**

If you will not be able to attend a New Day Night, please contact Stephanie Lowe-Sagebiel (cell 317-439-7618, hm 317-251-8723, wk 252-5518) or other New Day staff (317-252-5518) as soon as possible. Give us your vacation schedules as soon as you know them. Call us as soon as you feel sick. All of this will help us make the best preparations possible in your absence.

If you are running late, please call Stephanie Lowe-Sagebiel on her cell phone 317-439-7618 so we can notify your facilitator team.

**2. If you are feeling burned out on New Day, let us know.**

It is critical for our facilitators to be able to take a break if it is needed. You are valuable to us and our families and if you are not here emotionally, our families will notice. Take care of yourself.

**3. No eating or drinking during group time.**

If you missed dinner and are hungry, please notify your facilitator team, eat in the kitchen and return to your group when you are finished. If you are hungry, you are not completely “THERE” for your group and your team.

**4. Because New Day is not a therapy group – rather a directional support group – please do not feel obligated and try not to give the children or parents advice.**

Our job is to walk with them through their divorce experience and New Day journey, not guide them through.

**5. Establish and maintain facilitator boundaries.**

Do not give out your personal information, business cards, cell phone numbers, emails, etc... to New Day parents or participants. Do not contact families outside of New Day program nights.

If you are concerned about a child or adult and would like to notify staff or potential resources available for the family, please fill out the New Day Request Form for the staff to review at their weekly meetings.

**6. Meet for debriefing at 8:00pm following each program night.**

New Day staff will clean up the rooms. Please say your goodbyes quickly to families.

**7. Remember that at New Day, our job is to meet the child where they are.**

If they do not want to do an activity or even sit with the rest of the group, please respect where they are and simply mirror them and their decision. Never say, “Why don’t you ...come over here...try this...do this...tell me about that...”.

**8. Take advantage of the debriefing time.**

If there is something that is frustrating you ... let it out. Share it with staff and other facilitators. Don’t take it home with you.

**9. Remember the basics and PRACTICE them.**

All you are asked to do as a facilitator at New Day is to Mirror, Reflect, Wonder and Communicate (with your other facilitators). Practice your “I wonder...” in every sentence. Remind each other as a facilitator team to metalevel as much as possible.

**10. Look for ways to improve New Day and represent New Day in the community.**