



Epworth Children's Home Volunteer Information Packet

Mission

The Mission of Epworth Children's Home is to serve children, youth and families through a caring, accepting and safe Christian community, where hurts are healed; hope is nurtured; and faith in God, self and others is developed.

A Brief History:

Epworth Children's Home was established in 1895 by the South Carolina Annual Conference of the Methodist Church and chartered by an act of the South Carolina General Assembly as Epworth Orphanage.

The land for Epworth Orphanage was originally the Congaree Racetrack and extended over 130 acres. From the first two children who were admitted on January 20, 1896, the Orphanage grew rapidly to house 100 children by the year 1900. During the 30's, 40's and early 50's, Epworth was at an all time high of more than 350 children. Epworth consisted of a large farm, print shop and marble yard. The children worked at least four hours a day and attended school for five hours. By the end of World War II, the administration recognized that most of the children were not orphans, but came from families which were broken and in conflict. The name "Epworth Children's Home" was adopted in 1951. During the late 1950's and 1960's most of the buildings on campus were replaced with new cottages. In 1965 the farm was sold and an Endowment was established. By 1975, the population of the campus was 144. Children were residing two to a room, a drastic change from when 30 children would live in one cottage and reside five to a room. In 1996 Epworth celebrated its 100th birthday.

Epworth today:

Epworth Children's Home has grown and adapted to the individual needs of children by providing quality care grounded in faith and responsibility for our neighbor. Situated in the heart of the state, the Home is located on 32 peaceful acres in Columbia, South Carolina. Children come to Epworth through private and government placements. Each placement is the result of a fractured family system. Over 80 staff members surround each child with an array of comprehensive services that meet their emotional, physical and spiritual needs.

The generous financial support of those who have come before and those who partner with Epworth each day are combined to help provide the daily needs of a safe and nurturing environment for the children on campus. More than half of the budget each year comes from congregations, individuals and corporate support. When you make a gift to Epworth, you are insuring each child receives the basics of food and shelter, but more importantly, your gift serves to provide a campus pastor for spiritual direction, counseling staff, educational tutors and cottage staff who guide each child through their journey.

Fact Sheet:

- Founded in 1895 by the South Carolina Annual Conference of the United Methodist Church and chartered by an act of the South Carolina General Assembly as Epworth Orphanage
- The name Epworth Children's Home was adopted in 1951
- Epworth Children's Home still sits at the original location of 2900 Millwood Avenue and spans 32 acres
- In 2019 Epworth will celebrate 123 years of providing care for children
- Epworth is licensed by the SC Department of Social Services as a Child Caring institution, and is recognized as a 501(c) (3) organization by the IRS. Epworth is accredited by the Council on Accreditation
- Epworth is primarily supported by the United Methodist Church, individual gifts, memorials, bequests from wills and trusts and designated gifts
- Epworth provides care for children from ages four to 23
- We average 65 children on campus at any given time who reside in nine different cottages
- Each cottage houses 8-10 children
- Epworth has 85 individuals on staff; Each cottage consist of three to five staff members
- All children attend public schools in Richland District One
- Epworth is a low management facility
- A Health Center, Dinning Hall, Tutoring Center, and the Counseling Center (which provides office space to counseling staff) are all located on site
- Epworth has an active Alumni Association with over 500 member

Boys Cottages:

Clinton – Male Intake
Haas - Middle School
Doug Gray- High School
Cile Gray –High School

Hours of Operation:

Main Office: Monday-Friday 8:30-5:00pm. Phone: (803) 256-7394

- Dining Hall: 8:00 am, 12 noon, 6:00 pm.
- Epworth Memorial Church: 11:00 am Worship & 10:00 am Sunday School

Girls Cottages:

Asbury – Female Intake
Dantzler - Middle School
Stokes – High School
Waddell – High School
Anderson – High School

Volunteer Opportunities

Support Volunteer or One Time Activities:

1. Grounds/ Landscaping & Maintenance/ Construction (Occasional and recurring opportunities available for groups and individuals)
2. Funds Development (Special events, Friends of Epworth, Office Assistance)
3. Planning a onetime event or activity on or off campus
4. Mission Program at Epworth (service work on campus for groups wishing to plan a service work day on the campus of Epworth.

Requirements:

- Complete an Activity Request Form and submit to the Volunteer Coordinator for scheduling and coordination

Program Volunteers:

(Require a one year commitment by group and/or individual)

1. **Building or Cottage Care Taker**-Volunteer is assigned to a certain cottage or building on campus and has the ability to assist in basic upkeep and beautification of the outside space.
2. **Cottage Partner** *(minimum one year commitment with two visits per year)*-A group of volunteers are assigned to a cottage on campus. Each activity that the group wishes to host for their cottage can be planned by submitting an Activity Request Form to the Volunteer Coordinator.
3. **Mentor** *(minimum one year commitment with four hours per month)*-An individual who is 21 years of age or older who is willing to serve one year in mentoring to a child on campus. All mentor responsibilities are listed during the additional training and interviews.
4. **Faith Formation**-Individuals or groups willing to teach Sunday school class (groups can alternate Sunday classes to meet their own schedules, curriculum will be provided for you by our campus pastor) assisting in worship, music, Bible study.

Requirements:

Volunteers 21 and older

Attend Volunteer Information Session

SLED, DSS, and SORC Completed & Received

Attend Volunteer Guidelines & Expectations Training

Mentors have additional training and will be matched as needed

Mentors 21 and older

Complete Volunteer Packet

Clear TB Test

3 Reference Checks

Additional Opportunities for Education: CARE Model Overview Training

What Happens Now?

- Submit your volunteer paperwork
- Complete a TB test or submit documentation indicating you have had a TB test administered within the past year.

Epworth Children's Home seeks committed volunteers who are willing to serve with an open mind and a gracious heart and who recognize the child's needs as a priority. For this reason all volunteers will be matched to a volunteer area based on skill, interest, and the needs of Epworth and our clients. You will be contacted by Epworth's Volunteer Coordinator, Beth Robinson as need arises. In the mean time Epworth will hold all personal volunteer information for future use depending on availability. This will be kept confidential. Thank you for showing interest in becoming a volunteer at Epworth Children's Home. We value your willingness to serve.

Volunteer Coordinator- Epworth Children's Home - (803) 256-7394 - brobinson@epworthsc.org
2900 Millwood Ave -Columbia, SC 29205 or PO Box 50466 - Columbia, SC 29250

Epworth Children's Home Volunteer Application

Date: _____

PART I: GENERAL INFORMATION (please print clearly)

Name: Mr./Mrs./Miss/Ms. _____
Last First Middle Initial

Employer/School: _____ Job Title/Major: _____

Current Address: _____ Permanent Address: _____

Home Phone: _____ Work: _____

Cell Phone: _____ Email: _____

Date of Birth: _____

Please list any medical conditions you feel we should know in case of emergency: _____

Emergency Contact: _____ Phone: _____

Do you own a car? Yes No If yes, give tag number and state _____

Please check one: New Volunteer Returning Volunteer

Position of Interest: (Please check one)

- | | |
|-----------------------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Building or Cottage Care Taker* | <input type="checkbox"/> Mentors* |
| <input type="checkbox"/> Cottage Partners (Groups preferred)* | <input type="checkbox"/> One time activities/parties: |
| <input type="checkbox"/> Grounds Work/Landscaping/Maintenance/ Construction | <input type="checkbox"/> Campus Church |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> -Sunday school |
| <input type="checkbox"/> Special Interest/talents: _____ | <input type="checkbox"/> -Bible Study |
| | <input type="checkbox"/> -Music-Worship |

**Positions that usually require a one year commitment*

Publicity: I give permission for Epworth to use my image and likeness in marketing and publicity materials to promote Epworth programs and events. Yes No

Why do you want to become an Epworth volunteer? _____

What qualifications will you bring as a volunteer? Please describe any previous experiences working with children that demonstrate your skills, values and aptitudes: _____

Special Interests/Skills/Hobbies: _____

PART II: REFERENCES

1. Please list the names and addresses of **three** persons who can vouch for your reputation, character and morals; and who have known you for at least two years. Please also include your current employer or work supervisor. DO NOT list relatives. Give complete information. Please type or print.

Current Employer or Supervisor's Name**: _____
Name of Company/Organization: _____
Street or Email Address: _____
Phone: _____

**If you are NOT employed, please provide an alternate reference

Name: _____ Relationship: _____
Street or Email Address: _____
Phone: (Work) _____ (Home) _____

Name: _____ Relationship: _____
Street or Email Address: _____
Phone: (Work) _____ (Home) _____

2. List other volunteer experience(s):
Organization _____ # of Years: _____
Organization _____ # of Years: _____

PART III: BACKGROUND INFORMATION

Education: High School- _____ State- _____
College (Degree and School) _____

Church Affiliation or Membership: _____

Have you ever been in the military? __Yes __No
If so, in what branch and capacity? _____

Have you ever had a DUI conviction (include NOLO plea)? __Yes __No
If yes, please explain and give year _____

Do you have an arrest/police record? __Yes __No If yes, explain _____

SC DSS Regulations require that persons who volunteer regularly and who may have unsupervised access to children must have the following repeated annually: SC Central Registry check, SLED check, Sexual Offenders Registry check, documentation of freedom of communicable or contagious diseases (TB check).

DISCLOSURE AND CONFIDENTIALITY

I, (please print) _____, hereby declare or affirm under penalty of perjury, that I have not been convicted of nor am I the subject of pending charges for the commission or attempt to commit: murder, child abuse, rape, child pornography, child abduction, kidnapping of a child, or a sexual offense, as defined under Article IX, Subsection 4 of the Annotated Code of Any State, or an equivalent offense and I give my permission for this agency to verify this by police background check. Further, I certify that I am the applicant whose signature is affixed below.

I attest that all of the above information is correct and true. I understand that willfully providing incorrect information and/or the willful omission of required information may result in the termination of my volunteer service with Epworth Children’s Home.

I understand that I am required to abide by all rules and regulations of Epworth Children’s Home, in addition to South Carolina state law and regulations that govern residential child care facilities. I understand that I cannot disclose personal information concerning residents/clients to others, including family, friends, other volunteers and the public. Information I may learn or receive about the resident(s) with whom I am volunteering will be kept in confidence. Violation of this requirement may result in immediate termination of volunteer service. I understand that if my volunteer services are terminated, the reason(s) for such termination will be held in confidence by Epworth Children’s Home unless otherwise required by law.

Signature _____ Date _____

**EPWORTH CHILDREN’S HOME
STATEMENT OF CONFIDENTIALITY**

In order to ensure the confidentiality of our clients, Epworth Children’s Home has adopted the following policy:

No personal information concerning children will be given out to volunteers or to the public. Violation of this policy may result in immediate termination of volunteer service.

In addition, information I may learn or receive about the children with whom I am volunteering to work at Epworth Children’s Home will be kept confidential. I understand that if my volunteer services are terminated, the reason(s) will remain confidential by Epworth Children’s Home unless required by law.

Volunteer Signature _____ Date _____

ECH Representative Signature _____ Date _____



Epworth Children's Home

B. Robinson

CRIMINAL BACKGROUND CHECK AUTHORIZATION FORM

Date: _____

_____ Last Name MI First Name

_____ Social Security Number (When Social Security Number is used as search criteria;
signature must be affixed below.)

_____ Sex Race Date of Birth

Have you ever been convicted of a crime? Yes No If yes, list where and when below

_____ City, State Date

I understand that the above information will be used to conduct a criminal records check and I give my permission for a criminal records check to be done through the South Carolina Law Enforcement Division or any other law enforcement agency.

_____ Applicant Signature Date

TO BE COMPLETED BY EPWORTH HUMAN RESOURCES

No Record Found _____

Record Found (See Attached) _____

Any criminal history information received is confidential and is not to be disseminated or used other than the reason requested.

2900 Millwood Ave., Columbia, SC 29205 * Tel: (803) 256-7394 * Fax: (803) 212-4798 * www.epworthchildrenshome.org

Please remember the children of Epworth in your will or estate plan.



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