

# **PREGNANCY CARE CANADA**

# **CORE DOCUMENTS**

**September 2019 Revision**



## OUR VISION

To impact every individual in Canada challenged by an unexpected pregnancy with access to accurate information and compassionate support.

## OUR MISSION

We are a Christ-centred national organization dedicated to upholding life by equipping pregnancy care centres and local communities with resources, education, and support to compassionately serve those challenged by an unexpected pregnancy.



**Ephesians 3:17b-18:** And I pray that you, **being rooted and established in love**, may have power, together with all the Lord's holy people, to grasp how wide and long and high and deep is the love of Christ.

## SANCTITY OF LIFE STATEMENT

We believe that human beings are created by God in His image. Therefore, every person, from conception to natural death, possesses inherent dignity and immeasurable worth — including preborn children, elderly individuals, people with diverse abilities, and others marginalized by society.

Genesis 1:27; Psalm 139:13-16; Matthew 25:31-40

## STATEMENT OF FAITH

We believe that:

1. The Holy Scriptures as originally given by God are divinely inspired, infallible, entirely trustworthy, and constitute the only supreme authority in all matters of faith and conduct.

2 Timothy 3:16-17; 2 Peter 1:19-21

2. There is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.

Exodus 15:11; Psalm 83:18; Matthew 28:19

3. Our Lord Jesus Christ is God manifest in the flesh; we affirm His virgin birth, sinless humanity, divine miracles, vicarious and atoning death, bodily resurrection, ascension, ongoing mediatorial work, and personal return in power and glory.

Matthew 1:18-25; Hebrews 1:1-3; 1 Thessalonians 4:13-17; Titus 2:13

4. The salvation of lost and sinful humanity is possible only through the merits of the shed blood of the Lord Jesus Christ, received by faith apart from works, and is characterized by regeneration by the Holy Spirit.

Ephesians 2:8-9; Titus 3:4-7; Acts 4:12

5. The Holy Spirit enables believers to live a holy life, to witness and work for the Lord Jesus Christ.

Acts 1:8; Romans 8:1-27

6. Followers of Jesus are called to express their sexuality within marriage between one man and one woman — a sexual, covenantal relationship that God uses to illustrate His relationship to His people.

Genesis 2:18-25, Mark 10:6-9, 1 Corinthians 7:2

7. The Church, the Body of Christ, consists of all true believers.

1 Corinthians 12:1-27; Colossians 1:18

8. Ultimately God will judge the living and the dead, those who are saved to the resurrection of life, those who are lost to eternal separation from God.

John 5:28-29; 2 Corinthians 5:10; Revelation 20:15

(Statement of Faith adapted from the Evangelical Fellowship of Canada)

## STATEMENT OF PRINCIPLES

1. Pregnancy Care Canada (PCC) affiliated centres are committed to sharing the love of Jesus Christ with clients.
2. The primary focus for PCC affiliated pregnancy care centres is to reach and serve the abortion vulnerable.
3. Those who serve as pregnancy care centre board members, staff, and volunteers are expected to have a personal relationship with Christ and their lifestyles should be lived in a manner consistent with PCC's Statement of Faith. Non-Christian volunteers may serve at a centre in non-client roles at the discretion of the centre director.
4. PCC affiliated centres are committed to providing clients with medically accurate information and education about abortion, adoption, parenting, prenatal development, and healthy relationships.
5. PCC affiliated centres are committed to assisting individuals to carry to term by providing emotional and spiritual support, practical assistance, and community referrals.
6. PCC affiliated centres do not discriminate against any client on the basis of race, colour, religion, creed, national origin, age, gender identity, sexual orientation, or lifestyle.
7. PCC affiliated centres are committed to providing all client services with honesty and integrity. Affiliated centres denounce any form of deception in their communications.
8. PCC affiliated centres do not provide or assist in arranging abortions or abortifacients. Affiliated centres do not intimidate or judge a woman who chooses in favour of abortion. Affiliated centres treat all clients with compassion and respect.
9. PCC affiliated centres do not display graphic images of aborted fetuses in centre-related activities.
10. PCC affiliated centres do not provide contraceptives to clients.
11. PCC affiliated centres do not charge for basic client services.
12. PCC affiliated centres have a pastoral focus and are committed to creating awareness within the local community regarding the value of life and the challenges related to an unexpected pregnancy. Affiliated centres are not to be involved in political or lobbying activities.
13. PCC affiliated centres recognize the validity of adoption as one alternative to abortion but are not biased toward adoption when compared to other life-affirming alternatives.

## ETHICS OF CLIENT CARE

I commit to the following Code of Ethics:

1. I will be non-judgmental and will not discriminate against any client on the basis of race, colour, religion, creed, national origin, age, disability, gender identity, sexual orientation, lifestyle, or other arbitrary circumstances.
2. I will respect the intrinsic worth of all persons whom we have the opportunity to serve.
3. I will maintain the highest standard of honesty and integrity in fulfilling my responsibilities, and I will never knowingly misrepresent our services.
4. I will ensure that clients review and sign a Pregnancy Care Canada (PCC) approved Client Services and Disclaimer Form before commencing support services.
5. I will endeavour to ensure the client understands that all intake material is given voluntarily, and that the client understands the purpose for which this information will be used.
6. I will endeavour to provide a safe, private setting for support services.
7. I will not provide or assist in arranging abortions or abortifacients.
8. I will not intimidate or judge a woman who chooses to pursue an abortion, and I will treat her with dignity, compassion, and respect.
9. I will not provide to a client the names of anyone seeking or considering adopting a child.
10. I will preserve the client's right to confidentiality and will not release any identifying information verbally or in writing without the client's signed permission (excepting the threat of suicide, homicide, suspected child abuse, or when required by law).
11. I will immediately report the sexual or physical abuse of a child to the police or other child protection authorities (subject to provincial requirements).
12. I will ensure that client files are secured in a locked filing cabinet, that no files or client information are taken home, that no files are left unattended on the premises where there may be public access, and that all private or confidential computer information is secured.
13. I will not (as a male support worker) provide support services to a female client unless a female volunteer or female staff person is also on the premises.
14. I will not inappropriately touch a client or convey any message which might be interpreted as an expression of sexual feelings for the client.
15. I will not enter into a dating relationship with a client, or a former client, who has used our centre's services within the preceding two years.
16. If I do not have the skill level required to provide the needed support to a client, I will refer the client to another support worker or agency.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(please print)

*Please Note: It is requested that this document be reproduced and distributed for signing by all staff and volunteers whose responsibilities include contact with your clients. These signed copies should be kept on file at your location.*

## STEWARDSHIP POLICY

The organization shall guide and assist individuals in the stewardship of property which the Lord has entrusted to them. To carry out this role, the organization shall provide or make available adequate training for its stewardship representatives.

The organization shall have policies which provide or state that:

1. No remuneration of stewardship representatives shall be based on gifts received by the organization or gifts committed to it (i.e. those persons raising funds for the organization shall not do so on the basis of receiving a “percentage of the funds raised as payment for such efforts”).
2. Donors are advised and encouraged to seek independent professional advice before making a gift to the organization which, in the opinion of the organization’s stewardship representative, might significantly affect the donor’s financial position or income or might adversely affect the donor’s relationship with family members.
3. Donors are provided with comprehensive and current information regarding the organization.
4. Gifts designated to be used for a particular project or purpose approved by the organization will be used as designated with the understanding that when the need for such a program or project has been met, or cannot be completed for any reason determined by the board, the remaining contributions designated for such program or project will be used where needed most.
5. Gifts will not be accepted for projects or purposes which are not within the organization’s objects or have not been approved by the governing board.

The organization shall carry on its activities with the highest standard of integrity and in accordance with its constituting documents. The organization shall respect its position as a fiduciary for the public in carrying out its mission.

The organization shall have a spirit of Christian stewardship of the resources entrusted by God and by donors to be used in the advancement of God’s kingdom, an attitude of openness concerning a member organization’s accountability of its stewardship, a sense of humility and gratitude for the material blessings God has provided, and a desire to be an example of Christian integrity, which are all in keeping with the purposes and practices encompassed in this policy.

This policy represents the principle that the investment donors make in God’s kingdom through this organization does not constitute a right of ownership of God’s gifts but rather confers a responsibility of stewardship on the charity. Any acquisition or holding of assets are only as a means to an end, not a goal in itself.

Inherent in this policy is the need to observe both the letter and the spirit of all laws governing the organization.

(Adapted from the CCCC Standards of Organizational Integrity and Accountability)

## OUR COMMITMENT OF CARE AND COMPETENCE

1. Clients are served without regard to race, colour, religion, creed, national origin, age, disability, gender identity, sexual orientation, lifestyle, or other arbitrary circumstances.
2. Clients are treated with kindness, compassion, and respect.
3. Clients always receive honest and open answers.
4. Client pregnancy tests are administered in accordance with applicable laws.
5. Client information is held in strict confidence. Releases and permissions are obtained appropriately. Client information is only disclosed as required by law and when necessary to protect the client or others against imminent harm.
6. Clients receive accurate information about pregnancy, fetal development, lifestyle choices, and related enquiries.
7. We do not provide or assist in arranging abortions or abortifacients but are committed to offering accurate information about abortion procedures and risks.
8. All communication is honest and accurately describes the services we offer.
9. We provide a safe environment by screening all volunteers and staff interacting with clients.
10. We are governed by a board of directors and operate in accordance with our articles of incorporation, by-laws, and stated purpose and mission.
11. We comply with applicable legal and regulatory requirements regarding employment, fundraising, financial management, taxation, and public disclosure, including the filing of all applicable government reports in a timely manner.
12. Medical services are provided in accordance with all applicable laws, regulations, and pertinent medical standards. All healthcare professionals offer care that is within their scope of practice or receive authorization in accordance with provincial regulations from applicable regulatory bodies.\*
13. All staff, board members, and volunteers receive appropriate training to uphold these standards.

*\* Not all Pregnancy Care Canada (PCC) affiliated centres offer medical services. If you have questions about the services offered at a particular pregnancy care centre, please ask to speak to the centre representative.*



## PREGNANCY CARE CANADA CLIENT CARE TRAINING REQUIREMENTS

1. All affiliated centre staff and volunteer support workers must receive a minimum of 21 hours of training, followed by appropriate in-centre training and orientation.
2. The following training essentials must be covered, as a minimum:
  - Biblical Basis for the Sanctity of Human Life
  - Understanding Crisis
  - Understanding the Client
  - Pregnancy and Fetal Development
  - Communication Skills
  - Confidentiality
  - The Negative Pregnancy Test Client and Healthy Relationship Support
  - Abortion Techniques, Risks, and Consequences
  - Alternatives to Abortion: Adoption and Parenting
  - Understanding the Post Abortion Client
  - Sexually Transmitted Infections
  - Role of the Gospel

Note: no one topic should take more than 3 hours of the 21 hours of training time; Pregnancy Care Canada's (PCC) Online Training for Client Care (4 hours) may be included in the 21 hours.
3. Affiliated centres agree to train from the most up to date PCC training materials for client care (printed manuals and online modules).
4. Copies of PCC's Core Documents must be included with all training materials:
  - PCC Statement of Faith
  - PCC Sanctity of Life Statement
  - PCC Statement of Principles
  - PCC Ethics of Client Care
  - PCC Commitment of Care and Competence
5. Affiliated centre staff and volunteer support workers must complete the entire training and receive on-site orientation prior to being approved to conduct client sessions on their own.

## PREGNANCY CARE CANADA BOARD TRAINING REQUIREMENTS

Affiliated centre boards must complete PCC's Online Training for Client Care (4 hours) as a minimum orientation followed by further training as deemed necessary by the centre leadership.

HAVING READ PREGNANCY CARE CANADA'S (PCC) CORE DOCUMENTS

I agree with every affirmation of the *PCC Sanctity of Life Statement*.

I agree with every affirmation of the *PCC Statement of Faith*.

I agree to comply with every principle set forth in the *PCC Statement of Principles*.

I agree with every affirmation of the *PCC Ethics of Client Care*.

I agree to comply with every principle set forth in the *PCC Stewardship Policy*.

I agree to comply with every principle of the *PCC Commitment of Care and Competence*.

I agree to comply with every requirement of the *PCC Client Care Training Requirements or Board Training Requirements*.

Name \_\_\_\_\_

(please print)

Position \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## PREGNANCY CARE CANADA STANDARDS OF AFFILIATION

The following statements pertain to your compliance with the standards set forth in the Pregnancy Care Canada (PCC) Standards of Affiliation. Faithful adherence to this agreement is vital for the integrity of pregnancy care work in Canada. **Boards of Directors are ultimately accountable for adherence to the agreement and are advised to consider these statements carefully before approval.**

If in non-compliance or you disagree with any standard, please explain how and when you will implement these agreements and tell how PCC might assist you.

1. The centre agrees to require that all board members, staff, and volunteers agree with each affirmation of the *PCC Statement of Faith and Sanctity of Life Statement*.
2. The centre agrees to comply with every principle set forth in the *PCC Statement of Principles and PCC Commitment of Care and Competence*.
3. The centre requires that all staff and volunteer support workers agree with every affirmation of the *PCC Ethics of Client Care*.
4. The centre agrees to comply with every principle set forth in the *PCC Stewardship Policy*.
5. The centre maintains non-profit incorporation status in accordance with the applicable laws of the province.
6. The centre is pastoral in focus and will not share office space with a pro-life agency. The centre will not be located in a private home.
7. The centre agrees to comply with every requirement set forth in the *PCC Client Care Training and Board Training Requirements*.
8. The centre agrees that a new executive director will commence the Director Accreditation Training program within 60 days of hire.
9. The centre agrees to submit an annual PCC Statistical Report for the previous calendar year by February 28th of each calendar year.
10. The centre agrees to submit an annual Affiliation Application and fee by February 28th of each calendar year.
11. The centre agrees to be open to clients no less than 10 hours per week.
12. The centre agrees to hire the executive director for a minimum of 15 hours per week as a paid employee.
13. The centre does not provide or assist in arranging abortions or abortifacients and provides a written disclaimer to this effect to clients requesting services.

*I certify that the affairs of the pregnancy care centre are conducted in a manner consistent with PCC Standards of Affiliation. I further agree that the pregnancy care centre will surrender its privileges of affiliation if it is unable to continue to comply with these standards.*

Board Chair Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(please print)

Executive Director Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(please print)