

CORE DOCUMENTS

OUR MISSION

We are a Christ-centred national ministry dedicated to providing support for life and sexual health by partnering with Pregnancy Care Centres across Canada.

OUR VISION

To provide every person in Canada impacted by an unintended pregnancy access to a Pregnancy Care Centre.



Ephesians 3:17b - 18:^{17b} And I pray that you, being rooted and established in love, ¹⁸may 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

Human beings are made in the image of God; therefore, all humankind has intrinsic value and significance from conception to natural death. We affirm the sacredness and dignity of all persons: male and female, unborn, aged, physically challenged, mentally handicapped, and any person who is devalued — “the least of these” — in our 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. The Church, the Body of Christ, consists of all true believers.

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

7. 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

(Adapted from the Evangelical Fellowship of Canada)

STATEMENT OF PRINCIPLES

1. CAPSS and affiliated centres are committed to sharing with our clients the love of Jesus Christ.
2. Reaching and serving the abortion vulnerable client is a primary focus.
3. CAPSS and affiliated centres are committed to a biblical view of sexuality as being exclusively reserved for marriage between one man and one woman.
4. Those who serve as Pregnancy Centre board members, directors, staff and volunteers are expected to have a personal relationship with Christ and their lifestyles should be lived accordingly. Non-Christian volunteers may serve at the Centre in non-client contact roles only, at the discretion of the Director.
5. The affiliate centre is committed to providing its clients with accurate educational and current medical information about sexuality, prenatal development, abortion, and alternatives to abortion.
6. The affiliate centre is committed to assisting individuals to carry to term by providing emotional and spiritual support and practical assistance as it relates to sexuality and unplanned pregnancy.
7. The affiliate centre does not discriminate against any client on the basis of race, colour, religion, creed, national origin, age, gender identity, sexual orientation or lifestyle.
8. The affiliate centre is committed to integrity in dealing with clients, earning their trust, and providing promised information and services. The affiliate centre denounces any form of deception in its corporate advertising or conversation with clients, agencies, or other individuals.
9. The affiliate centre does not recommend, provide or refer for abortion or abortifacients. The affiliate centre will not intimidate or judge a woman who chooses in favour of abortion and will treat all clients with honesty, compassion and respect.
10. A centre will not present or display graphic images of aborted fetuses to clients or in centre-related public activities.
11. The affiliate centre does not provide contraceptives to clients.
12. The affiliate centre offers all basic client services free of charge.
13. The affiliate centre is committed to creating awareness within the local community of issues related to unplanned pregnancies and the sanctity of human life. The affiliate centre will not be involved in political or lobbying activities which do not comply with restrictions established by the Canada Revenue Agency.
14. The affiliated centre recognizes the validity of adoption as one alternative to abortion, but is not biased toward adoption when compared to other life-affirming alternatives.

CODE OF COUNSELLING AND PEER SUPPORT ETHICS

I commit to the following Code of Ethics:

1. I will be non-judgmental and I 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 to a client, agency, or any other individual.
4. I will ensure that clients review and sign a CAPSS approved Client Services and Disclaimer Form before commencing counselling or support services.
5. I will endeavour to ensure that 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 counselling and peer support work.
7. I will not provide, recommend, or refer clients for abortion 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 or consent to the giving of names of relatives or friends seeking adoption to a client considering relinquishing 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 file cabinet, that no files 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 counsellor) counsel or provide 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. As an active member or staff member, and due to the dynamics involved in the counsellor-client relationship, I will not enter into a dating or intimate relationship with a client, or a former client who has used our agency's services within the preceding two years.
16. If I do not have the skill level required to provide the needed help to a client, I will refer the client to another counsellor or agency.

Name _____
(please print)

Signature _____

Date _____

Please Note: It is requested that this document be reproduced and distributed for signing by all Volunteers and Employees 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 and consultants. The organization shall have policies, which provide or state that:

1. No portion of the remuneration of stewardship representatives and consultants 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 or consultant, 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 that are designated for the support of a particular ministry of the organization, or gifts that are 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 restricted 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, within the limits of, and in accordance with, its constituting documents. The organization shall respect its position as a fiduciary for the public in carrying out its mission.
 - 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 are all in keeping with the purposes and practices encompassed in this policy.
 - This policy acts out 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 can be 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 in a caring manner.
3. Clients always receive honest and open answers.
4. Client pregnancy tests are distributed and administered in accordance with all 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 issues, and related concerns.
7. We do not offer, recommend or refer for abortions or abortifacients, but are committed to offering accurate information about abortion procedures and risks.
8. All of our advertising and communication are truthful and honest and accurately describe 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, and in accordance with pertinent medical standards, under the supervision and direction of a licensed physician. *
13. All of our staff, board members, and volunteers receive appropriate training to uphold these standards.

* Not all CAPSS affiliates offer medical services. If you have questions about the services offered at this pregnancy centre, please ask to speak to the centre representative.

CAPSS MINISTRY TRAINING GUIDELINES

1. Training for Centre staff and volunteer counsellors must be a minimum of 21 hours, followed by appropriate in-centre training and orientation.
2. The following training essentials must be covered, as a minimum:
 - Biblical Basis to Sanctity of Human Life
 - Understanding Crisis
 - Understanding the Client
 - Communication Skills
 - Confidentiality
 - Abstinence and Sexual Integrity Counselling (& Policy on Contraceptive Counselling)
 - Options Counselling
 - Abortion Techniques, Risks, and Consequences
 - Alternatives to Abortion: Adoption and Parenting
 - Understanding the Post Abortion Client
 - Evangelism at the Centre

Note: no one topic should take more than 3 hours of training time.
3. Member Centres agree to train from the most up to date CAPSS Ministry Training Manuals; however, other supplement materials may be used at the Director's discretion as long as they do not contradict any CAPSS core documents.
4. Copies of CAPSS Core Documents must be included with all training materials:
 - *CAPSS Statement of Faith*
 - *CAPSS Sanctity of Life Statement*
 - *CAPSS Statement of Principles*
 - *CAPSS Code of Counselling and Peer Support Ethics*
 - *Commitment of Care and Competence*
5. Staff and volunteers must complete the entire training and receive on site orientation prior to meeting with clients.

HAVING READ CAPSS CORE DOCUMENTS

I agree with each and every affirmation of the CAPSS Sanctity of Life Statement.

I agree with each and every affirmation of the CAPSS Statement of Faith.

I agree to comply with each and every principle set forth in the CAPSS Statement of Principles.

I agree with each and every affirmation of the CAPSS Code of Counselling and Peer Support Ethics.

I agree to comply with each and every principle set forth in the CAPSS Stewardship Policy.

I agree to comply with each and every principle of the CAPSS Commitment of Care and Competence.

I agree to comply with each and every volunteer training guideline

Name _____
(please print)

Position _____

Signature _____

Date _____