

During parish Orientation Sessions, Gabriel volunteers are provided with a handbook to help them better understand and perform their roles. The agenda of the Orientation Session consists of presenting, explaining and discussing the contents of the handbook, which thoroughly covers the various volunteer roles, responsibilities and procedures. The handbook contains the following content.

*** Prayers**

*** Our Message to Moms**

*** What is The Gabriel Project?**

*** Roles and Responsibilities**

- **Pastor**
- **Archdiocesan Coordinator**
- **Helpline**
- **Parish Coordinator**
 - **Commitments**
 - **Dependability**
 - **Relationship of Parish Coordinator to Archdiocesan Coordinator**
- **Angels**
 - **Commitments**
 - **Dependability**
 - **Spiritual Support**
- **Assistant Angels**

*** Volunteer Procedures**

- **How client referrals are received and managed**
 - **Initial Referral**
 - **Confidentiality**
 - **Failure of Coordinator to contact Mom**
 - **When Mom is referred to the parish by someone other than the Helpline**
 - **Initial contact between Parish Coordinator and Mom**
 - **Initial visit between Angels and Mom**
 - **Spiritual Preparation**
- **Assessing Mom's Needs**
 - **Confidentiality**
 - **When does it End?**
- **Collecting material resources**

*** Appendix**

- **Conversation and Listening Skills**
- **Angel Checklist**
- **Client Intake Form**
- **How to Organize a Baby Shower**