

CATHOLIC DIOCESE OF MEMPHIS VOLUNTEER POLICY

The mission of the Catholic Diocese of Memphis is assisted by the active participation of volunteers in our parishes, schools and social ministries. For this reason the Diocese accepts and encourages volunteers in programs and activities in the Diocese. The Diocese encourages the creation of meaningful and productive roles for volunteers to serve and assist in the mission.

The following guidelines are for the Diocese of Memphis volunteers who serve in meaningful and productive roles to assist in the mission of the Church:

What is a Volunteer?

A “volunteer” is anyone who chooses to perform continuing volunteer services in the Diocese without compensation or expectation of compensation, (beyond reimbursement for pre-approved expenses) and, who performs a task at the direction of and on behalf of the institution. A “volunteer” must be officially accepted and have completed a background check prior to beginning to volunteer. Volunteers who have frequent contact with children and young people must complete VIRTUS training.

The service of a volunteer is approved with the understanding that the Diocese (parish/institution) may at its sole discretion decide to end the volunteer relationship.

Volunteer Records

Volunteers are to complete an application and sign a Volunteer Code of Conduct to be kept on file at the volunteer location. Each volunteer will complete a Background Authorization form to be sent to Human Resources for completion. Volunteer applications and Background check information will be kept in a confidential manner.

Each location will provide Human Resources a list of active volunteers in August each year for verification of background checks and VIRTUS attendance.

Conflict of Interest

Volunteers who have a conflict of interest with any activity or program in the Diocese will not be accepted or be allowed to continue to serve as a volunteer in the Diocese.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all appropriate or privileged information to which they are exposed while serving as volunteers, whether this information involves staff, volunteers, or other persons, or involves church business.

CATHOLIC DIOCESE OF MEMPHIS IN WEST TENNESSEE
VOLUNTEER'S CODE OF CONDUCT

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children and youth of our Diocese.

As a volunteer, I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at Church activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian **and** the pastor or administrator.
- Report suspected abuse to the pastor, administrator or appropriate supervisor, Director of Human Resources and to Child Protective Services at (877) 237-0004. I understand that failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

As a volunteer, I will not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol at any time while volunteering,
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

I understand that as a volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer with children and/or youth.

Volunteer's {printed Name

Location

Volunteer's Signature

Date

Witness Signature

Date

Volunteer Application

Anyone completing this application must have a background check and attend a VIRTUS training session.

PLEASE PRINT

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone () - Social Security Number - -

If you are under 18, can you furnish a permit? ()Yes ()No

Have you ever been volunteered here, or at any other Catholic Diocese or related entity, and if so, please list and provide a reference from the entity? () Yes () No _____

Date available to begin to volunteer ____/____/____

Have you been arrested for or convicted of a felony in the last seven (7) years? () Yes () No (Such arrest or conviction may be relevant if job related, but does not bar you from employment.)

If yes, please explain: _____

Drivers license number (if required to drive) _____ State _____ Expiration ____/____/____

Volunteer History

List volunteer activities, starting with the most recent.

From To Location Telephone

()
Type of volunteer work

Immediate Supervisor and Title summarize the nature of volunteer work performed and responsibilities

From To Employer Telephone

()
Type of volunteer work

Immediate Supervisor and Title summarize the nature of volunteer work performed and responsibilities

Questionnaire

1. What volunteer role(s) do you desire to fill at the parish and/or school?
2. What interests you about the volunteer role (s)?
3. What has prepared you for the volunteer position that you currently hold (or for which you are applying)?

References:

<u>Name and Address</u>	<u>Telephone</u>	<u>Years Known</u>
	Area Code () -	
	Area Code () -	
	() -	

Signature _____ Date _____

June 2011