

**PARISH SCHOOL OF RELIGION VOLUNTEER POLICY/APPLICATION FORM 2019-2020  
ST. PETER ROMAN CATHOLIC CHURCH**



To meet the needs of our children, we strongly encourage our parents to get involved in PSR by volunteering as a catechist, aide, office aide or substitute volunteer. Our volunteers qualify for free, reduced or prorated reimbursed tuition.

**VOLUNTEER POLICY**

In collaboration with the Diocese of Columbus' commitment to provide a 'Safe Environment' for the children in our care, St. Peter requires every volunteer, 18 and older, who has contact with children to:

- Attend a 'Protecting God's Children' training session - **You must register online at: [www.virtus.org](http://www.virtus.org)**
- Be fingerprinted at St. Peter so that a criminal background check can be made
- Have a signed copy of the 'Code of Conduct for Diocese of Columbus Volunteers'

**VOLUNTEER FORM**

*In order to assure the best possible program for our young people, the diocese requires us to obtain the following information from you.*

Name \_\_\_\_\_ M F Last 4 digits of Social Security # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ - \_\_\_\_\_

Phone (h) \_\_\_\_\_ (w) \_\_\_\_\_ Cell \_\_\_\_\_

Email: \_\_\_\_\_ Current place of employment \_\_\_\_\_

'Protecting God's Children' training and fingerprinting/background check must be completed before a volunteer is assigned any position in PSR.

- I have attended 'Protecting God's Children' training session at \_\_\_\_\_
- I have been fingerprinted for a background check at St. Peter.

**Student Helpers (Gr. 7-12):** Early Childhood or Elementary Program-Student Helper birth date \_\_\_\_\_  
*(Student Helpers receive service hours, not free tuition or tuition rebate.)*

➤ **IMPORTANT** : CATECHISTS are required to be present **at least** 15 minutes prior to the start of class **AND to attend all scheduled teacher meetings.**

*Teachers* receive free tuition and **are not** charged a **\$30 book/supply fee** for their child/children enrolled in PSR.

**All other classroom positions receive free tuition, but are charged a \$30 book/supply fee for each child enrolled in PSR, to be paid when registration forms are submitted.**

**SUBSTITUTE TEACHERS/AIDES** receive a prorated tuition reimbursement once they have taught/aided more than 3 times in one year.

**Do you hold Diocesan Religious Education Certification:** Y N \_\_\_ Introductory \_\_\_ Basic \_\_\_ Advanced

**Volunteer Positions available:**

Session	Grade	Teacher	Aide	Office Aide	Sub Teacher	Sub Aide	Other (Reception Chair, EC Music, HS Drivers etc.)	Student Helper
EC Sun: 9:30- 10:45 AM								
Elem Mon. 4:45-6:00 PM								
Elem Mon. 6:15-7:30 PM								
JH/ RCIA Teens Wed. 7:15-8:30 PM								
SH Sun. 4:00- 6:00 PM								
Upper Room Tues. 7:00-8:30 PM	6-12	_____		_____	_____	_____		_____

I would like (name) \_\_\_\_\_ in my class.

**EMERGENCY CONTACT INFORMATION**

Emergency Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Phone(s) \_\_\_\_\_

Chronic Conditions (allergies, diabetes etc.) \_\_\_\_\_

*If you volunteered the previous year, please re-read the code of conduct, sign and date.*

### PREVIOUS VOLUNTEER EXPERIENCES

Location	Position	Length of Service
Location	Position	Length of Service
Location	Position	Length of Service

### REFERENCES

(Give full names and telephone numbers)

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

### CODE OF CONDUCT FOR DIOCESE OF COLUMBUS VOLUNTEERS

- Volunteers collaborate with the pastor and other supervisors and associates in ministry.
- Volunteers are accountable to the pastor or other duly appointed representative.
- Volunteers faithfully adhere to the teachings of the Catholic Church in word and action.
- Volunteers are competent and receive education and training commensurate with their role(s) and responsibilities.
- Volunteers respect the diversity of spiritualities in the faith community and will not make their own personal form of spirituality normative.
- Volunteers recognize the dignity of each person and do not behave disrespectfully of anyone or any group.
- Volunteers serve all people without regard to gender, creed, national origin, age, marital status, socioeconomic status, or political beliefs.
- Volunteers seek to share with all persons the resources, services and opportunities they need for spiritual growth.
- Volunteers act to ensure all persons with special needs or disabilities have access to resources they require.
- Volunteers are called to serve the faith community, carrying out their ministry conscientiously, zealously, and diligently.
- Volunteers exercise responsible stewardship of resources while holding themselves to the highest standards of integrity regarding fiscal matters placed in their trust.
- Volunteers respect confidentiality.
- Volunteers are aware of the signs of physical, sexual, and psychological abuse and neglect.
- Volunteers carefully obey civil and ecclesial law, policy and procedure concerning the reporting of neglect, suspected abuse or threatened physical harm.
- Volunteers support the rights and roles of parents while ministering to the needs and concerns of minors.
- Because of their ministerial positions, volunteers consistently sustain respectful ministerial relationships, avoiding any semblance of manipulation, or abuses of power, and refraining from any physical, romantic, or sexual relationships between an adult and a minor.
- Volunteers are aware of their limitations with respect to paraprofessional counseling and make appropriate referrals.
- Volunteers are aware of and comply with all applicable parish, organizational and/or diocesan policies with special attention to sexual misconduct, safety, transportation, parental permission, and medical emergency policies.

***I HAVE READ AND UNDERSTAND THE ABOVE CODE OF CONDUCT FOR THE DIOCESE OF COLUMBUS, AND COMMIT TO UPHOLD THIS CODE IN MY MINISTRY. I AFFIRM THAT THE INFORMATION I HAVE PROVIDED IS COMPLETE AND TRUTHFUL.***

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Thank you for offering your time and talents to work as a volunteer in our parish. Volunteers like you are indispensable!*

This is a 2-sided form. Both sides must be completed & the form returned to the PSR Office

**This is a 2-sided form. Both sides must be completed & the form returned to the PSR Office**

Rev. 03/26/2019