



Saint Angela Merici Parish

In the Diocese of Cleveland

Soli Deo Gloria

Parish Center Offices

In order to volunteer at St. Angela Merici School and Parish, one must be fully compliant with volunteer standards, as required by the Diocese of Cleveland. This includes attending one three-hour Virtus training session, having BCI&I background check on file at the parish, a completed volunteer application and signing the following forms: Diocese of Cleveland Sexual Abuse Policy—Revised 2007, Diocese of Cleveland Standards of Conduct in Ministry and St. Angela Merici Standards of Conduct for Volunteers. *All of the above must be completed before volunteering with children in the school or parish.*

All forms can be viewed/downloaded/printed at: www.samparish.org/forms-download.html

The following needs to be completed...

- Virtus** three-hour training session *(a copy of a certificate or record of attendance can be obtained by logging into the account you registered with at www.virtus.org)*
- Fingerprints dated within one year *(call first for an appointment; fingerprints taken at the Parish Center Tues-Fri 9am -4pm; no cost to St. Angela volunteers)*
- St. Angela Merici Volunteer Application *(2 page document)*
- Diocese of Cleveland Sexual Abuse Policy—Revised 2007
- Diocese of Cleveland Standards of Conduct in Ministry
- St. Angela Merici Standards of Conduct for Volunteers
- St. Angela Merici Driver Form *(only applicable if involved with transporting youth)*

If you have any questions regarding these requirements, please contact the Business Manager, Mr. Edward Doubrava, or the School Principal, Mrs. Denise Modic Urban.



St. Angela Merici Parish

VOLUNTEER APPLICATION

PLEASE PRINT

Name _____ Date _____
Last First M.I.

Address _____
Number Street

City State Zip

Phone (____) _____ Number to Call in Case of Emergency (____) _____

Email _____

GENERAL INFORMATION

Are you presently employed? _____ If yes, place of employment _____

Have you ever been employed by St. Angela Merici Parish? _____ If yes,
please list position and date...

Have you previously volunteered at St. Angela Merici Parish? _____ If yes,
please list volunteer positions(s) and dates(s)...

What type of position are you currently applying for _____

Hours and days available to volunteer _____

Date available to start _____

Have you ever been convicted of, found guilty of, or entered a plea of no contest or
guilty to a crime, other than a minor traffic offense? _____ If yes, please explain...

PLEASE RESPOND TO THE FOLLOWING TO HELP US KNOW YOU BETTER

Degrees, certifications, special skills, licenses or other qualifications that may be helpful in your volunteer position: _____

PERSONAL AND PROFESSIONAL REFERENCES (*Three required by Diocesan standards*)

Name & Occupation	Address	Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

APPLICANT'S STATEMENT

I certify that all information provided in this volunteer application is true and complete. I understand that any false information or omission may disqualify me from further consideration for a volunteer position and may result in my dismissal if discovered at a later date. I also understand that my completion of this application does not guarantee a volunteer position.

I consent to and permit authorized agents of St. Angela Merici Parish/School to conduct a background check and investigation including, but not limited to, a criminal background check.

I have read, understand, and by my signature consent to these statements.

Signature of Applicant

Date



Diocese
of
Cleveland

Cathedral Square

OFFICE OF THE BISHOP

769/2007

26 November 2007

Dear Brothers and Sisters in Christ,

The Catholic Church places great importance on the training of young people. In all forms of social communication Catholic leaders give witness of their Christian life. Helping young people grow up knowing how to form right relationships across generations and with their peers contributes to their formation as whole persons. As whole persons our children may attain a sense of the right and responsible use of freedom in a way that promotes the common good of society.

The sexual abuse of young people, still searching for their mature place in a social world, is inexcusable. Such abuse against the most innocent among us confuses relationships and damages a child's developing sense of his eternal destiny and purpose. It is a crime against the young, but also against the future society which our children will create. I deeply regret that some members of our own Church have cost children so much. Our Diocese is deeply committed to protecting our children and providing the safety and security that allows the harmonious development of their physical, moral and intellectual talents.

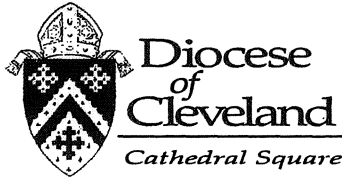
This document, the *Policy for the Safety of Children in Matters of Sexual Abuse: Revised, 2007*, is a part of our constant striving to improve. The changes in this document were recommended by the Review Board for the Diocese of Cleveland, an independent group of individuals from many different walks of life and fields of expertise who have operated outside of the diocesan hierarchy, at my request. They have examined the efforts which were made in this Diocese during the past several years, as well as the policies and efforts of other dioceses in the United States. The Review Board has noted areas in which improvements could be made in the implementation of diocesan policies, and to the *Policy* document itself. I appreciate their dedication to this work and their candid observations and suggestions. I accept their recommendations for revisions to this *Policy*.

Having witnessed hurt, anger, confusion and disruption in the lives of victims of childhood abuse with whom I have met, I ask all members of our local Church to be vigilant on behalf of our young people. Under this *Policy* training programs will continue to be provided which alert adults to the signs of danger to children. Attendance and participation in the appropriate training programs is required of all employees and those volunteers who work in contact with children. The *Policy* further requires careful selection of individuals who will work with children, a thorough investigation of reports of sexual abuse of minors by church personnel, and the removal from church employment and ministry of anyone who has sexually abused a minor.

Please join me in praying that this revised *Policy* may be received by all the Faithful in the spirit in which it was developed, for the safety of all of our children and for the healing of the victims of abuse.

Sincerely yours in Christ,

Bishop of Cleveland



**Acknowledgment of Receipt and Review of the Diocese of Cleveland
*Policy for the Safety of Children in Matters of Sexual Abuse: Revised, 2007***

This is to acknowledge that I have received and reviewed a copy of the Diocese of Cleveland's

POLICY FOR THE SAFETY OF CHILDREN IN MATTERS OF SEXUAL ABUSE: Revised, 2007

I understand that I am responsible for complying with the policy as stated.

I further understand that any questions regarding this Policy should be referred to the Diocesan Legal Office.

I further understand that the Diocese of Cleveland reserves the right to change, modify and/or revise any part of this policy at any time.

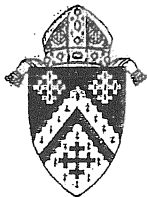
Signature _____

Name (Please print clearly) _____

Parish/Assignment _____

Position (or volunteer activity) _____

Date _____



DIOCESE OF CLEVELAND

Standards of Conduct Acknowledgment Form

Employees and Volunteers

Parish/School Agency _____

Date _____

I have received a copy of the *Standards of Conduct for Ministry*. I have read and understand these Standards of Conduct, and I agree to abide by them. I understand that a violation of these standards can result in disciplinary action, up to and including termination as an employee or volunteer and/or removal from ministry.

Signature

Print Name

Position

The signed *Standards of Conduct Acknowledgment Form* shall be kept in employee personnel files at the agency/parish/school or in a general volunteer file at the agency/parish/school.

St. Angela Merici Parish

VOLUNTEER'S CODE OF CONDUCT

FOR ADULTS WHO WORK WITH YOUTH

Our young people 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 or youth of St. Angela Merici Parish.

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 while serving as a volunteer.
- 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 or their parents without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor and the local Child Protection Services agency. 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.
- 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 Signature

Date

**These situations may include: teaching, counseling, transportation of minors, sports practices or events, youth group activities, etc. Every effort should be made to avoid being alone with children and/or youth in any closed building or room. If there is no window in the door of the room where an adult is volunteering with children, then the door must be left open. Minors should not be allowed alone in the personal living quarters of an adult leader, at any time.*

(This document has been adapted from the Virtus Volunteer's Code of Conduct)

St. Angela Merici Parish

Adult Volunteer Driver Information

Driver Information

Name: _____

Address: _____

Phone: (H) _____ (W) _____ (C) _____

Place of Employment: _____

Automobile Information

Make: _____ Model _____ License Plate: _____

Auto Insurance Carrier: _____

Insurance Policy Number: _____

Driver's License Number: _____

Driver Statement

As a volunteer driver for St. Angela Merici Parish activities, I recognize that, in the event of an auto accident chargeable to me, my car insurer shall be considered the primary insurer for all claims, judgments, and liability for any injury or damage to any and all children that I may be transporting to and from the event/field trip for which I am driving.

I attest that:

1. I have a current driver's license that is in good standing with the State of Ohio.
2. That I do have car insurance and the policy is adequate to cover any and all children that I may be transporting and to cover any claims that may be made against me.
3. I am not currently under any medication nor do I have any medical condition that would impair my ability to operate a motor vehicle.
4. I have sufficient number of properly functioning seat belts for each child's use that I am transporting, and I will require each child to use a seat belt in accordance with Ohio law.

Driver's Signature _____ **Date** _____