



St. 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 a background check on file at the parish, a completed volunteer application and signing the following forms: Diocese of Cleveland Sexual Abuse Policy-Revised 2016, Diocese of Cleveland Standards of Conduct for Ministry-Revised 2016, 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

IF YOU ARE RECEIVING THESE FORMS AS A PACKET OF SHEETS, **PLEASE READ/SIGN BOTH SIDES!!!**

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.virtusonline.org)*

BCI fingerprint report dated within one year **OR** registration on selection.com *(It is each volunteer's responsibility to secure a background check; fingerprinting is not done at St. Angela Merici Parish.) Please see next page/reverse side for selection.com instructions.*

St. Angela Merici Volunteer Application *(2 page document)*

Policy for the Safety of Children in Matters of Sexual Abuse *Please see next page/reverse side for instructions to access/read this Policy.*

Standards of Conduct for Ministry *Please see next page/reverse side for instructions to access/read this Policy.*

St. Angela Merici Standards of Conduct for Volunteers

St. Angela Merici Driver Form *(Optional; only applicable if involved with transporting youth)*

If you have any questions regarding these requirements, please contact the parish Virtus Facilitator, Caitlin Smith (440-333-2133 x124; mrssmith@samschool.net) or Virtus Administrator, Catherine Wunch (440-333-2133 x118; cwunch@samparish.org).

06/2023

INSTRUCTIONS TO ACCESS/READ DIOCESE OF CLEVELAND 2016 REVISED POLICIES

Here's how to access the 2016 Revised Diocesan Policies from the Diocese of Cleveland website:

1. Go to www.dioceseofcleveland.org
2. Click on the "Child Protection" icon (middle far right on the home page; may appear in lower right-hand corner of your computer screen); this will take you to the Child Protection page on the website
3. Scroll down the page until you see the gray box "Policy for the Safety of Children in Matters of Sexual Abuse"; choose English or Spanish as appropriate; click to download and read
4. Directly to the right is another gray box "Standards of Conduct for Ministry"; choose English or Spanish as appropriate; click to download and read
5. Once you have viewed both documents, you may indicate your acknowledgement on the appropriate forms (attached) and submit along with the balance of the SAM volunteer packet for compliance

BACKGROUND CHECKS

Without registration on Selection.com (**strongly preferred**) **OR** a BCI fingerprint report you will not be Virtus compliant and, therefore unable to volunteer at SAM in any capacity. Financial responsibility for background checks is that of the volunteer. A Selection.com background check need only be done once; BCI fingerprints must be repeated every five years. Costs are approximately the same.

TO REGISTER ON SELECTION.COM

The Diocese has retained an outside company, Selection.com, to address background checks for volunteers and employees (other than teachers, for whom regular fingerprinting is required for licensure). Selection.com provides ongoing, up-to-date background information.

1. Sign into your Virtus account at www.virtusonline.org using your username and password
2. Once into your Virtus account, click on the Toolbox tab (upper left-hand area of screen)
3. Then click on Selection.com Background Check (these words are in a yellow font)
4. This will take you to Selection.com, where you will enter the required information
5. Once this has been completed and submitted, the Parish will be notified (electronically) that your background information has been check (The parish does not receive specific information, only that the check has been completed and is in compliance with Diocesan requirements)

BCI FINGERPRINTS

Locally, BCI (and FBI-not required for volunteering) fingerprints may be done at:

St. Richard Catholic Church
26855 Lorain Road, North Olmsted 44070
440-777-5050

By appointment **ONLY** – call ahead to schedule

Monday through Friday: 9:00am-3:00pm

Payment: Cash or check only

BCI: \$25 FBI: \$32



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

*Policy for the Safety of Children in
Matters of Sexual Abuse, Revised 2016*

**Diocese of Cleveland
Acknowledgement Form**

I have received and carefully read a copy of this Diocesan Policy.

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 also 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 _____

**Please return this acknowledgment form to the parish/agency/organization in which you
are working or volunteering.**

Standards of Conduct for Ministry, Revised 2016
Diocese of Cleveland
Acknowledgment Form

Employees and Volunteers

I have received a printed or electronic copy of the *Standards of Conduct for Ministry* (Revised, 2016). 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 _____

Name (Please print clearly) _____

Parish/Assignment _____

Position (or volunteer activity) _____

Date _____

The signed *Standards of Conduct for Ministry* 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)

OPTIONAL

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** _____