St. Priscilla Religious Education Program 2020-2021

Volunteer Application

First Name **Last Name** **Date of Birth**

Street Address **City** **Zip Code**

(_____)_____ (_____)_____

Home Phone Number **Cell Number**

_____

E-mail Address **(THIS WILL BE OUR PRIMARY MEANS OF COMMUNICATION THROUGHOUT THE YEAR)**

____**Yes** ____**No** **I am Roman Catholic. If no, what religion/denomination?**_____

____**Yes** ____**No** **I am a registered parishioner at St. Priscilla**

Tell Us About How You Would Like To Help…

____**Catechist** ____**Co-Catechist** ____**Aide**…Facilitate (or help with) a group of students for our programs.

Grade requested_____ Saturday 9:00 - 10:45am

Notes:

____**Hall Monitor**…Help us monitor hallways for children / teens safety. I'm available:

____**Office Help…**Can you spare some time to help with administrative tasks during the week? Please indicate below which days/times you are available.

_____**Other** (ie, chaperone, substitute catechist, youth group, retreats, etc.)_____

Comments:_____

_____

Volunteer Formation / Requirements

- I certify that the information contained in this application is true and complete to the best of my knowledge. I commit to attend all catechist formation and training sessions.
- I understand that additional time for preparing lessons is necessary to be effective as a catechist
- I will consistently support and guide the children and teens of this parish in their faith formation journey.
- I realize that extra time may be required for special events in different grades (ie: Sacrament Prep, service trips, festivals, retreats) and I commit to this additional time as needed.

I will comply with the following Archdiocesan directives for all adults who have contact with minors, BEFORE the start date of the programs I am volunteering for:

- I will complete an **online criminal background check** on the Archdiocese's website (see attached instructions).
- I will attend a **VIRTUS Training Session** (see attached instructions).
- I will complete, sign and return a **State of Illinois – DCFS CANTS form** (see attached – must be completed yearly).
- I will read, sign and return the **Volunteer's Code of Conduct form** (see attached).

_____ _____

Signature ***Date***

EXPERIENCE WITHIN THE CATHOLIC CHURCH: (NEW volunteers only)

Previous experience as a religious educator: _____

_____

Participation in parish organizations or activities: _____

_____

Other: _____

_____

I have been a member of **this** parish for _____ years.

I was previously a member of _____parish for _____ years.

EDUCATION: Relevant areas of study and/or research: _____

_____

OTHER QUALIFICATIONS: Previous experience working with Children or Teens:

_____

_____

CFS 689
Rev 7/2012

State of Illinois
Department of Children and Family Services

AUTHORIZATION FOR BACKGROUND CHECK

Child Abuse and Neglect Tracking System (CANTS)

For Programs NOT Licensed by DCFS

NOTE: Do not use this form if you are an applicant for licensure or an employee/volunteer of a licensed child care facility. Please contact your licensing representative.

Name: _____
Last First Middle

Date of Birth: ____ -- ____ -- ____ Gender: ☐ Male ☐ Female Race: _____

Current Address: _____
Street/Apt #

_____
City State Zip Code

If you currently reside in Illinois, please list all previous addresses for the past five years.
OR
If you currently reside out-of-state, please provide ALL Illinois addresses in which you did reside while living in Illinois.

(Street/Apt#/City/County/State/Zip Code)	Dates From/To

List maiden name and/or all other names by which you have been known: (last, first, middle)

I hereby authorize the Illinois Department of Children and Family Services to conduct a search of the Child Abuse and Neglect Tracking system (CANTS) to determine whether I have been a perpetrator of an indicated incident of child abuse and/or neglect or involved in a pending investigation. I further consent to the release of this information to the agency listed below.

_____
Signed Date

Submit by mail OR fax OR email.
Mail to: Department of Children and Family Services
406 E. Monroe – Station # 30
Springfield, IL 62701
FAX to: 217-782-3991
Scan/Email to: CFS689Background@illinois.gov

Please type, use bold letters or label:

312-751-8307 (Submitting Agency Fax Number)
safekids@archchicago.org (Submitting Email Address)

Archdiocese of Chicago (Agency Name)
Mary Jane Doerr (Contact Person)
743 North Dearborn Street (Address)
Chicago, Illinois 60654 (City/State/Zip)

Print Form

Code of Conduct for Church Personnel

As someone who ministers to young people and/or vulnerable adults, I will maintain a professional role and be mindful of the trust and power I possess as a minister to young people and vulnerable adults.

To achieve this, I **WILL NOT:**

□ Touch a minor or vulnerable adult in a sexual way or other inappropriate manner.

□ Be alone with a minor or vulnerable adult in a residence, rectory, sleeping facility, or any other closed room.

□ Share a bed with a minor or vulnerable adult.

□ Take an overnight trip alone with a minor or vulnerable adult.

□ Acquire, possess or distribute pornographic images of minors under the age of 18.

□ Introduce sexually explicit or pornographic topics, vocabulary, music, recordings, films, games, websites, computer software or entertainment to a minor or vulnerable adult.

□ Provide alcohol, cigarettes or controlled substances to a minor or vulnerable adult.

□ Use, possess, or be under the influence of illegal drugs.

□ Use alcohol when engaged in ministering to a minor or vulnerable adult.

□ Engage in physical discipline for behavior management of minors or vulnerable adults.

□ Humiliate, ridicule, bully, or degrade another person.

Measures to Aid Observance of the Code of Conduct

To help me keep the promises in the Code, **I WILL:**

□ Report any suspected child abuse or abuse of a vulnerable adult to the proper authorities.

□ Avoid physical contact when alone with a minor or vulnerable adult. Physical contact with minors or vulnerable adults can be misconstrued, especially in private settings.

□ Avoid overnight stays with a minor or vulnerable adult unless there is another adult present in a supervisory role.

□ Avoid providing overnight accommodations for minors or vulnerable adults in private residences or rectories.

□ Avoid driving alone in a vehicle with a minor or vulnerable adult.

□ Have more than 1 child and at least 2 adults present when using one's own home for youth work.

□ Assume the full burden for setting and maintaining clear, appropriate physical and emotional boundaries in all ministerial relationships.

□ Refrain from giving expensive or inappropriate gifts to a minor or vulnerable adult.

□ Avoid meeting privately with minors or vulnerable adults in rooms, offices, or similar areas where there is no window or where the door cannot remain open. If one-on-one pastoral care of a minor or vulnerable adult is needed (e.g. Sacrament of Reconciliation) avoid meeting in isolated locations.

□ Exercise caution in communicating through e-mails or the internet. Only share work/ministry related e-mail addresses with minors and vulnerable adults. Do not participate in chat rooms with minors or vulnerable adults.

□ Ensure that all activities (extra-curricular, catechetical, youth ministry, scouting, athletics etc.) for which you are responsible have been approved in advance by the appropriate administrator.

□ Have an adequate number of adults present at events. A minimum of 2 adults in supervisory roles must always be present during activities for minors and vulnerable adults.

□ Release young people only to parents or guardians, unless the parent or guardian has provided permission allowing release to another adult.

□ Avoid taking minors and vulnerable adults away from the parish, school, or agency for field trips, etc. without another adult present in a supervisory role. Obtain written parental/guardian permission before such activities. Permission slips should include the type, locations, dates, and times of the activity and emergency contact numbers.

Practical Suggestions

These are some practical suggestions for identifying permissible and impermissible conduct.

Conduct that May Be Permissible

Appropriate affection between Church personnel and minors and vulnerable adults constitutes a positive part of Church life and ministry. Nonetheless, any touching can be misunderstood and must be considered with great discretion. Depending on the circumstances, the following forms of affection are customarily (but not always) regarded as appropriate.

- Verbal praise
- Handshakes
- "High-fives"
- Pats on the shoulder or back
- Hugs (brief)
- Holding hands while walking with small children
- Sitting beside small children
- Kneeling or bending down for hugs from small children
- Holding hands during prayer
- Pats on the head when culturally appropriate

Conduct that is Not Permissible

Some forms of physical affection have been used by adults to initiate inappropriate contact with minors. In order to maintain the safest possible environment for minors and vulnerable adults, the following are examples of affection that are **NOT** TO BE USED:

- Inappropriate or lengthy embraces
- Kisses on the mouth

- Holding minors over four years old on the lap
- Touching buttocks, chest, legs or genital areas
- Showing affection in isolated areas such as bedrooms, closets, staff-only areas or other private rooms
- Wrestling or tickling minors or vulnerable adults
- Piggyback rides
- Any type of massage given by minor to adult, or by adult to minor.
- Any form of unwanted affection
- Compliments that relate to physique or body development

Revised Feb. 2015

Code of Conduct Acknowledgement Form

Employees and Volunteers

Parish/School/Agency _____

Date _____

I have received a copy of the **Code of Conduct for Church Personnel.** I have read and understand this Code of Conduct, and I agree to abide by it. I have also read and understand the "Measures to Aid Observance of the Code of Conduct" and the "Practical Suggestions" and will employ them to help me observe the code of conduct. A violation of this code can result in disciplinary action, up to and including termination and/or removal from ministry.

_____
Signature

_____
Print Name

_____
Position

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

Please return this completed form to the site where you are an employee or volunteer.