

## The Catholic Community of St. Francis of Assisi

### Instructions for Completing Volunteer Application Volunteer Level C

Thank you for your interest in becoming a volunteer minister at the Catholic Community of St. Francis of Assisi. We welcome all who come to us and appreciate your sharing your time and talent with our community of faith.

In order to create a safe environment for all of our children and youth, we screen all prospective volunteers, as required by the Diocese of Raleigh and the Safe Environment Team at St. Francis of Assisi. The attached application form is used for all Level C volunteers. These are volunteer positions that have unsupervised interaction with minors and require the deepest level of screening, including a Criminal and National Sex Offenders Registry Background Check.

If you have already submitted a Level C Volunteer Application for The Catholic Community of Saint Francis of Assisi, The Franciscan School, or the Early Childhood Learning Center, you do not need to complete another one. Please inform the ministry coordinator with whom you are working that a Level C Volunteer Application is on file.

If you have not already completed a Level C Volunteer Application, please complete this form and submit it directly to the Stewardship and Development Office in a sealed envelope. Your application will be treated with the highest level of confidentiality and security. You may contact Sue Mathys, Director of Ministry and Stewardship at 847-8205, extension 222 if you have any questions regarding the application process.

Please do not forget to include your **driver's license number**, the **last four digits of your social security number** and **4 references**. We cannot process your application without these pieces of information.

After your references are checked and your application is approved, you will be contacted regarding your volunteer service in the ministry you have selected.

We appreciate your generous giving of yourself to our parish. Thank you for enabling us to better create a safe environment for all who come to us.

**OVER**





# Diocese of Raleigh

The Catholic Community of St. Francis of Assisi

## Application for Volunteer Service Level C Volunteers

**Main Application**

Name: \_\_\_\_\_  
First Middle Last

Street Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Length at Current address \_\_\_\_\_ Years \_\_\_\_\_ Months

Home Phone: \_\_\_\_\_  
Area Code Number

Work Phone: \_\_\_\_\_  
Area Code Number

Cell Phone: \_\_\_\_\_  
Area Code Number

Email Address: \_\_\_\_\_

What ministry / position are you applying for? \_\_\_\_\_

What interests you about the position you are applying for?  
 \_\_\_\_\_

What has prepared you for the position you are applying for?  
 \_\_\_\_\_

**Residential History** (If you have lived in your current residence for 7 or more years, please *do not* complete residential history)

Dates (mm/yyyy)	Street Address	City/State/Zip	Country
Beg. Date End Date			
Beg. Date End Date			
Beg. Date End Date			

**References** (Those who have knowledge of your interactions with minors – **MINIMUM OF 5 REFERENCES REQUIRED**)

Reference Name (First/Last)	Address (City, State, Zip)	Daytime Phone.	How Long Have You Known This Person	Has This Person Agreed to Be a Reference?
Work				
Personal				
Personal				
Other				
Other				

## Volunteer History

\_\_\_\_\_ Check here if you have no volunteer history.

Volunteer history should include your most recent activities. If you are still participating in a volunteer program, end date will be current.

Dates (mm/yyyy) (Start with most Recent)	Organization City, State	Contact Name.	Contact Phone Number	Position/Duties
Beg Date: End Date:				
Beg Date: End Date:				
Beg Date: End Date:				
Beg Date: End Date:				

## Confidential Background Check Information

Please Note: Information in this section is used only to obtain criminal records, which are reviewed by a diocesan official in strictest confidence.

\_\_\_\_\_ Yes \_\_\_\_\_ No Have you ever been convicted for physically, sexually, or emotionally abusing a child or an adult?

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_ Yes \_\_\_\_\_ No Has a civil lawsuit or employment complaint ever been filed against you for child abuse or sexual abuse?

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_ Yes \_\_\_\_\_ No Have you ever left an assignment or employment or been removed from an assignment or employment for reasons related to allegations of child abuse, physical abuse, or sexual abuse?

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_ Yes \_\_\_\_\_ No Have you changed your last name in the past 7 years?

If yes, what was your previous name? \_\_\_\_\_

\_\_\_\_\_ Yes \_\_\_\_\_ No At any time during the past 7 years, have you lived in a different state (within the United States) or do you currently live outside of North Carolina? (Per Residential History.)

**Last Four Digits of Social Security Number:** \_\_\_\_\_

**Driver's License:** State \_\_\_\_\_ Number \_\_\_\_\_

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Declarations

The Catholic Diocese of Raleigh appreciates your willingness to share your faith, gifts and skills. Providing safe and secure programs for our members is of utmost importance to us. The information gathered in this application is designed to help us provide the highest quality Catholic programs for the people of our community. **Please read and initial each of the statements below.**

\_\_\_\_\_ I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application or dismissal from my position.

\_\_\_\_\_ I agree to observe all of the Catholic Diocese of Raleigh guidelines and policies for the program in which I am applying, especially the Code of Conduct for Church Personnel for the Diocese of Raleigh.

\_\_\_\_\_ I understand that the Catholic Diocese of Raleigh has ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that the Catholic Diocese of Raleigh cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.

\_\_\_\_\_ I understand that I can withdraw from the application process at any time.

\_\_\_\_\_ I understand and agree that false statements and/or omissions regarding past conduct and/or present situations may be grounds for denial of application to provide employment and/or volunteer services.

\_\_\_\_\_ I hereby authorize the Catholic Diocese of Raleigh to conduct a personal and professional background check for the purposes of my application at the Catholic Diocese of Raleigh. The Catholic Diocese of Raleigh may contact any references, past and current employers, church, youth organizations, agencies where volunteer service has been completed, and any individual or organization which might be relevant to my desired position. I hereby release all of the above stated persons from any and all liability for damages that might occur during the Catholic Diocese of Raleigh's contact with the individuals for purposes of employment or volunteer services. I understand and agree that information may be obtained from sources that I provided above and that this information will be held confidentially by the Catholic Diocese of Raleigh. I have also read and understood the above stated information within this release and am signing below of my own free will.

\_\_\_\_\_ I hereby acknowledge that I have been notified in a separate writing that the Catholic Diocese of Raleigh may request a Consumer Report about me if needed for further investigation. I understand that the Consumer Report may contain information bearing on my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. I understand that the Consumer Report may contain public record information such as consumer credit reports, criminal records, judgments, liens, driving records, educational history, prior history, or other public record information. I further understand that information may be requested from various Federal, State, local and other agencies that reflects my past activities.

\_\_\_\_\_ By my signature below, I authorize the Catholic Diocese of Raleigh to request and obtain a Consumer Report containing, without limitation, the above-described information in connection with my application. I also authorize, without reservation, any person, agency, or other entity contacted by or on behalf of the Catholic Diocese of Raleigh to furnish the above described or similar information. Also by my signature below, I waive any and all causes of action that I may have against the Catholic Diocese of Raleigh caused by the gathering or supplying of the above described or similar information.

\_\_\_\_\_ I understand that a criminal background check will be conducted prior to and may be conducted during my service. I authorize investigations of all statements contained in the application.

\_\_\_\_\_ My signature indicates that I have read and understand the above. Do not sign until you have read and initialed the above statements.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## **Declarations Supplement Level C Volunteer**

In order to create a safe environment for our youth, the Diocese of Raleigh and the Catholic Community of St. Francis of Assisi screens all prospective volunteers. There are four levels of volunteers, each determined by the level of supervision and amount of interaction with minors. A Level C Volunteer may be in a supervisory position or may have unsupervised interaction with minors. To serve as a Level C Volunteer, applicants must have a Criminal Background Check that includes a search for criminal records and a check of the National Sex Offender Registry.

The application form for Level C Volunteers includes a Declarations Form. Each statement on the Declarations Form must be read and initialed by the applicant to indicate that he/she agrees to each of the declarations. There are two declarations statements that may need some explanation. These two statements along with a further explanation of them follow:

The statements read:

I hereby acknowledge that I have been notified in a separate writing that the Catholic Diocese of Raleigh may request a Consumer Report about me if needed for further investigation. I understand that the Consumer Report may contain information bearing on my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. I understand that the Consumer Report may contain public record information such as consumer credit reports, criminal records, judgments, liens, driving records, educational history, prior history, or other public record information. I further understand that information may be requested from various Federal, State, local and other agencies that reflects my past activities.

By my signature below, I authorize the Catholic Diocese of Raleigh to request and obtain a Consumer Report containing, without limitation, the above-described information in connection with my application. I also authorize, without reservation, any person, agency, or other entity contacted by or on behalf of the Catholic Diocese of Raleigh to furnish the above described or similar information. Also by my signature below, I waive any and all causes of action that I may have against the Catholic Diocese of Raleigh or any person, agency, or other entity providing information for inclusion in the Consumer Report for libel, slander, defamation, intentional or negligent infliction or emotional distress, or for any other injury of any kind or nature caused by the gathering or supplying of the above described or similar information.

**“Consumer Report” is a legal term that refers to a background check of public record information.** The Fair Credit Reporting Act is the law that permits such a check.

The “Consumer Report” is not a credit history such as would be obtained when someone applies for a loan.

For prospective Level C Volunteers, a criminal background check is performed. This check may access some “Consumer Report” information. Two uses of this information data are: 1) To obtain verification of past addresses for identification purposes. 2) To find any criminal activity that may be a part of applicant’s financial history.

Here are two examples of the use of “Consumer Report” information:

**Example 1:** John Smith has applied to be a Level C Volunteer. A background check for John Smith gives multiple results for the name “John Smith”. One of those records may contain criminal records. In order to verify that our prospective volunteer does not have a criminal

record, a full investigation of past address history might be required. The search of a billing address history is most accurately found through a credit history. No financial information is seen, only the address history. If the John Smith with the criminal record lived in Peoria, IL when the offense occurred and our prospective volunteer lived in Greensboro, NC at the same time, we can verify that the John Smith with the criminal record is not the same as our prospective volunteer. We are required to inform applicants that a credit history may be accessed, even if only for billing address information. This is an example of why the application obtains your authorization to access consumer report data.

**Example 2:** Matthew Rottweiler has applied to be a Level C Volunteer. A background check finds that he has a criminal record of writing fraudulent checks. In this case, the Diocese Director of Child and Youth Protection would review the background check results and see a record of writing fraudulent checks *because it is a criminal offense*. There would be no financial history revealed other than the criminal record. The criminal record happens to contain “Consumer Report” information that has a bearing on the credit worthiness of Mr. Rottweiler. Because this financial information is part of a “Consumer Report,” the signed declarations are needed for the Diocese to request and obtain the information. The search is for criminal records. Criminal records may be in a “Consumer Report” and may contain information on credit worthiness.

These illustrations describe only two possible examples of the use of “Consumer Report” information. There are other uses that are not illustrated by these examples.

If you have any questions regarding this Declarations Supplement, please contact Sue Mathys, Director of Stewardship & Ministry at 847-8205, extension 222 or Pat Kowite, Parish Administrator at 847-8205, extension 229.

# **Catholic Diocese of Raleigh**

## **Code of Conduct for Church Personnel**

### **PREAMBLE**

By virtue of our baptism, all Catholics share in the mission of the Church to continue the work of Jesus Christ. Jesus is Lord and we must seek heaven as he did. We must preach the Good News that there is a God who loves us beyond our imagining. We must give our love and the provisions of life to those who have them in small measure. By our actions we must share our conviction that it is in serving our brothers and sisters that we are reconciled to God and that all that passes between us is a function of our relationship with God.

Our call to discipleship is an abundant grace. It is also an awesome responsibility. Church personnel who publicly represent the Church, whether by office, employment, or appointment, have a special obligation because they have chosen to assume positions of trust. Our brothers and sisters, young and old, invite us into their lives, open their hearts, share their joys and hopes, their grief and anxieties with us. They are confident that we will listen compassionately and act honorably in their best interest. Because of this trust our behavior, both public and private, has the potential to inspire them to faith and hope and motivate them greater generosity and participation. Sadly, it may also scandalize them, weaken or destroy their faith or increase their sense of isolation.

It is essential therefore, that anyone who undertakes a position of leadership or ministry in the Church be constantly mindful of the trust they have been given. To faithfully discharge the responsibilities that accompany our work requires constant prayerful reflection since we must be sustained and supported by God's grace. Our obligations also require each of us to periodically undertake a personal inventory. It is hoped this Code of Conduct will assist us in this task.

These statements do not presume to provide answers to all ethical questions. They present a set of general ethical standards to help guide our day to day actions and form a framework for developing policies and discussing ethical questions. It is anticipated, however, that Church personnel in the Diocese of Raleigh do agree to abide by these principles and understand that disregarding them may lead to remedial action.

### **PRINCIPLES**

Church personnel of the Diocese of Raleigh shall:

- Actively embrace the teachings and precepts of the Church and work to promote the Gospel of Jesus Christ.
- Demonstrate their respect for the rights, dignity and worth of each person from conception to natural death. Conduct relationships with others free of deception, manipulation, exploitation or intimidation.
- Ensure just treatment of colleagues, employees, volunteers, parishioners and others who may be effected by the administration of their ministries.
- Provide a professional education and work environment that is non-discriminatory, free of all forms of physical, sexual, psychological abuse including written or verbal intimidation or harassment.
- Accept personal responsibility to protect, to the best of their ability, children, youths, and adults, especially those who are physically or mentally challenged, from all forms of abuse or neglect.
- Provide counseling for individuals or groups in a way that protects and respects each person's rights and advances their welfare without benefit to themselves as counselor.
- Keep all information received in the course of counseling, spiritual direction or other professional or ministerial contact, in the strictest confidence except as mandated by law.
- Refrain from making false accusations against another or revealing the faults and failings of another to those who have no right to know.
- Be responsible stewards of Church resources, human and financial, observing canon and civil law and making decisions regarding the disposition of resources which reflect Catholic Social teachings.
- Maintain a high level of competence in their particular ministry. Prudently attend to their own physical, spiritual, mental and emotional well-being.
- Avoid accepting or conferring an office, position, assignment or compensation which may present even the appearance of a conflict of interest.
- Examine their own actions and intentions objectively to ensure that their behavior promotes the welfare of the community and exemplifies the strong moral tradition of the Church.
- Promptly report incidents of ethical misconduct by Church personnel to the proper church authority.
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### **Behavioral guidelines for Church Personnel Working with Minors**

Guidelines include, but are not limited to the following:

1. Church personnel are prohibited from speaking to minors in a manner that is or could be construed by an observer as derogatory, demeaning or humiliating and are expected to refrain from swearing or using foul language in the presence of minors.
2. Church personnel are prohibited from using physical discipline in any way for the behavior management of minors. No form of physical discipline is acceptable including physical force as retaliation or correction for inappropriate behavior except as may be needed to restrain them from inflicting harm on themselves or others.
3. Church personnel are prohibited from possessing any sexually explicit or morally inappropriate materials on Church property or in the presence of minors. Such materials include, but are not limited to, magazines, videos, films, recordings, computer software, computer games, or printed materials. In addition, topics of conversation or discussion, vocabulary or any other form of personal interaction or entertainment that could not be used in the presence of parents or a responsible adult are also prohibited.
4. Church personnel are prohibited from engaging in any sexually oriented conversations/discussions with minors and are never permitted to discuss their own sexual activities with minors. It is expected that, from time to time, the diocesan approved curriculum in our schools or religious education programs may address issues of human sexuality, especially for teenagers who may have questions related to dating and sex before marriage. These occasions give educators an excellent opportunity to present the Church's teachings in a creative and positive way. Questions that go beyond the scope of the lesson plan should be referred to the parents of the minor, their guardian or qualified counselor for clarification.
5. Church personnel are prohibited from the use, possession or being under the influence of any tobacco products, alcoholic beverage or any illegal drugs while working with minors. Church personnel are prohibited from providing minors with any alcoholic beverage, tobacco, drugs or any substance prohibited by law. Medications of any kind may be administered to minors only with written parental consent.
6. Church personnel should schedule one-on-one counseling sessions or meetings with minors at times and locations that promote accountability and meet accepted standards of propriety. They should limit the length and the number of meetings, make referrals as appropriate and notify the parents and/or guardian of the meetings.
7. Church personnel are prohibited from sleeping in the same bed, van, sleeping bag or tent with a minor unless the adult is a parent, guardian or sibling. Church personnel should not take an overnight trip alone with a minor who is not an immediate family member. Church personnel should avoid being alone with a minor (not a member of the family) in a locker room, restroom, dressing facility, car or transportation vehicle or other isolated area that is not appropriate to a ministerial relationship. Changing and showering facilities should be separate for male and female and facilities and arrangements for minors separate from adults or should be used by adults and minors at different times.
8. Appropriate demonstrations of affection between Church personnel and minors can be important for a child's development and a positive part of ministry. Touching must be age appropriate and based on the need of the minor not the adult. If the adult has questions regarding demonstrating affection toward a minor they should discuss the matter with their supervisor or an adult qualified to render an opinion.
9. Church personnel may be in a position to provide transportation for minors. The following guidelines apply:
  - a. Ordinarily minors should not be transported without written permission.
  - b. Minors should be transported directly to their destination with no unauthorized stops.
  - c. Drivers must be validly licensed and insured. They may not drive a diocesan vehicle without prior authorization.
10. Church personnel observing anyone (adult or minor) abusing a minor, must take immediate steps to intervene to provide a safe environment for the minor and report the misconduct in accord with diocesan policies & civil law.

### **Guidelines for the Supervision of Minors**

Guidelines include, but are not limited to, the following:

1. Church personnel are responsible for releasing minors in their care at the close of activities only to parents, legal guardians or other persons designated by parents or legal guardians in writing.
2. Programs for minors should not be administered by only one adult without additional adult supervision.
3. Church personnel should report uncontrollable or unusual behavior of minors to parents as soon as possible.
4. Facilities should be monitored during church services, and all school and other activities.
5. Encourage parents to join all services and programs in which their children and youth are involved.
6. Parental permission should be obtained, including a signed medical treatment authorization form before taking minors on trips. Have minors use a "buddy system" whenever they go on trips away from church property.
7. Always obtain parental approval before permitting any minor to participate in athletic or other activities that involves potential risk.