



Faith, Learning, and Service Since 1929

Dear Volunteers of St. Mary School,

We greatly appreciate your contributions to the students at St. Mary School and your efforts in helping us maintain a nurturing, positive, and safe environment. To that end, the Archdiocese of Portland requires all volunteers who will have regular, direct, personal contact with children (any child under age 18) to undergo a background check and read the Archdiocesan policies (see attached pages). Volunteers must also complete the "Called to Protect" training session (approximately 60 minutes). You will not be able to volunteer on a regular basis with students until these steps are complete. **Please complete and sign the bottom of this page and read pages 2 and 3 and sign there as well. Turn this form in to the office. Also, please make an appointment with the office to complete the "Called to Protect" training as soon as possible. (Note: If this is a background check renewal, you will not need to re-watch the video).**

Considering the large pool of volunteers the school is fortunate to have, we are also asking for help in defraying the \$15 cost the school is charged for completing the background checks. We would be grateful if you can help in paying the \$15 charge.

Applicants who successfully complete the steps to become a volunteer will subsequently be required to do an on-line update training annually (approximately 20 minutes) and complete a new background check every three years. We appreciate your commitment to volunteer service and your cooperation in providing a safe environment for our children.

Sincerely,

Rick Schindler

Rick Schindler, Principal
St. Mary Catholic School

Volunteer Name: _____

E-mail Address (please print clearly): _____

(Note: you will be emailed a link to complete the secure on-line background check process at home)



Standards of Conduct for Ministry with Children and Youth

It is a privilege for church personnel and volunteers to assist parents in the Christian education and formation of their children.

For purposes of this policy, “church personnel” includes clergy, religious, and lay persons who work in staff positions in parishes, schools, cemeteries, or other archdiocesan or parochial agencies.

Together, we express the care and concern of the entire faith community for our young people. We recognize that in serving our children a strong bond may develop between an adult and a child. Because of this personal relationship, it is particularly important that proper boundaries be maintained and that the dignity of each child and young person be recognized and respected.

With this in mind, the following standards of conduct apply to church personnel and volunteers who work with children and youth:

- All church personnel and volunteers support the rights and roles of parents while ministering to the needs and concerns of their dependent children.
- All church personnel and volunteers engaged in ministry with children and youth are subject to background checks and regular safe environment training in abuse awareness, prevention, and reporting procedures.
- All ministry with children and youth must be sanctioned by the proper authorities and comply with archdiocesan and parish policies relating to safety, transportation, parental permission, and medical emergencies.
- Church personnel and volunteers must maintain appropriate physical and emotional boundaries with the children and young adults with whom they work. Physical contact (hugging, etc.) with children and youth can be easily misconstrued and should occur only when it is completely non-sexual and when other adults are present. Corporal punishment or demeaning language will never be used when working with children and youth.
- Overnight accommodations in a private sleeping room should never be shared between an adult and a minor on or off church property unless the adult is either a parent or a legal guardian.

- Any use of tobacco, alcohol or illicit drugs (or being under the influence of alcohol or drugs) is absolutely forbidden while ministering with children and youth.
- Church personnel and volunteers must avoid developing inappropriate relationships with minors or other church personnel.
- Observation of serious misconduct, including sexual misconduct, regardless of the circumstances, should be taken seriously and should be reported to the pastor or other supervisor, and, when appropriate, civil authorities.
- When working with children and youth, church personnel and volunteers should never use their positions of authority to foster a relationship of psychological or emotional dependency.
- Personal and professional contact with children and youth should take place in a visible area or in situations that are public. Under no circumstances should minors be allowed in the living quarters of the clergy.

I acknowledge that I have read and agree to comply with these Standards of Conduct for Ministry with Children and Youth.

I understand that any action on my part inconsistent with these Standards of Conduct or failure to take action mandated by them may result in removal from my position.

I also understand that these Standards of Conduct do not abrogate or replace any other obligations that I have under any applicable law, guideline, policy or regulation.

Signature

Date

Please return signed form and \$15 (checks made payable to St. Mary School) to the front office.