



St. Elizabeth Ann Seton Parish Religious Education Program
Confidential Record for Volunteers

Name: First _____ Middle: _____ Spouse: _____

Last: _____ Maiden: _____

Address: _____
Street City/State Zip

Phone: Home: _____ Cell: _____

E-Mail: _____

Driver's License No.: _____ Expiration: _____ / _____ / _____
Month Day Year

Birth day: _____ / _____ / _____ Social Security No. (Optional): _____ / _____ / _____
Month Day

How long have you been a member of this parish? _____ Years (If less than 3 years, please complete the following)

Previous Parish: Name: _____ Phone: _____

Parish Address: _____
Street City/State Zip

Are you employed outside of Home? Yes: _____ No: _____ If yes, complete employment information.

Occupation: _____ Employer: _____

Business Address: _____
Street City/State Zip

Business Phone: _____ Ext.: _____ E-mail: _____

Please note this information is seen only by the DRE and the Pastor

1. Has your driver's license been suspended or revoked in the last three years? Y ___ N ___
2. Have you ever been known by another name? Y ___ N ___
What name? _____
3. Have you ever been convicted of a felony in any jurisdiction? Y ___ N ___
4. Are you now under the care of a physician for any chronic physical or mental problems? Y ___ N ___
5. If yes, please explain: _____
6. Have you been treated for drug or alcohol abuse? Y ___ N ___
7. Have you ever been charged with Child neglect or abuse? Y ___ N ___
If yes, please explain: _____

8. Have you ever been fingerprinted for a childcare Background Search as it might relate to a place of employment? Y ___ N ___
Employer: Name: _____ Year: _____
Phone: _____ Contact Name: _____
9. Do you know a volunteer in the Religious Education Program? Y ___ N ___
Name: _____

(OVER)

References: Please list those who are familiar with your character as it relates to working with youth.

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

Emergency Contact Information

Name: _____ Relationship: _____

Phone: Home: _____ Cell: _____

Insurance Information: _____

Company Name

Subscriber(s) Name(s): _____ Phone: _____

Policy Number(s): _____

What instructions/care do you want followed if emergency person CANNOT be reached and you are unable to communicate: _____

I understand that the information I have provided may be verified, if necessary, by contacting persons or organization named in this application, or by contacting any person or organization that may have information concerning me. I hereby release and agree to hold harmless from liability any person or organization that provides information. I also agree to hold harmless the pastor, employees and volunteers of the St. Elizabeth Ann Seton Church and the Diocese of Wilmington.

Signature of Applicant: _____ Date: ____ / ____ / ____

VOLUNTEER COVENANT



FOR THE SAKE OF GOD'S CHILDREN

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow these Behavioral Standards as a condition of my providing services to the children and youth of the Diocese of Wilmington.

As a volunteer, I will:

1. Conduct myself in a manner that exhibits the highest Christian ethical Standards including developing and maintaining the level of skill required to be a competent volunteer.
2. Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
3. Be knowledgeable of and adhere to the all applicable aspects of the Safe Environment manual.
4. Avoid situations where I am alone with children and/or youth while volunteering, always following the two adult rule.
5. Use positive reinforcement and communication rather than criticism, unhealthy competition, or comparison when working with children and/or youth.
6. Honor the equality of all people, avoiding all forms of discrimination and respecting the dignity of each person without regard to economic status, age, gender, race, ethnicity, religion, sexual orientation, or physical or mental abilities.
7. Be responsible/accountable for stewardship of all resources entrusted to my care.
8. Exercise prudent judgment in the giving or accepting of gifts or benefits.
9. 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.
10. Cooperate fully in any investigation of abuse of children and/or youth.
11. Become thoroughly familiar with the objectives and guidelines of the program and strive to achieve these objectives and communicate them to youth and parents.
12. Uphold the authority of those responsible for the program or activity (DYM, DRE, Principal, Parish Staff, Officials, etc.) and assist them in every way to encourage learning and to conduct fair and impartial events.
13. Carefully follow the Diocesan guidelines for chaperones which provide for the safety and supervision of those entrusted to my care.
14. Avoid any form of over familiarity, inappropriate language, or any situation and conduct which exploits another.
15. Follow practices that consistently exhibit no tolerance for any form of abusive behavior.
16. Follow practices which demonstrate appropriate affection between all Church Personnel and minors which is important for a child's development and a positive part of Church life and ministry. The following forms of affection are regarded as appropriate examples:
 - a. Side Hugs
 - b. Hand-shakes
 - c. Verbal praise
 - d. Arms around shoulders
 - e. Kneeling or bending down for hugs with small children
 - f. Holding hands while walking with small children
 - g. Touching hands, faces, shoulders and arms of minors
 - h. Shoulder to shoulder or "temple hugs"
 - i. "High-fives" and hand slapping
 - j. Hold hands during prayers
 - k. Sitting beside small children
17. Be aware of and clearly understand the Behavioral Standards for Volunteers and act in accord with them.
18. Be aware of and adhere to emergency plans and evacuation routes appropriate to the Program.

As a volunteer, I will not:

1. Smoke or use tobacco products in the presence of children and/or youth.
2. Use, possess, or be under the influence of alcohol at any time while volunteering
3. Use, possess, or be under the influence of illegal drugs at any time.
4. Pose any known health risk to children and /or youth (i.e., no fevers or other contagious situations).
5. Use physical discipline in any way for behavior management of minors. No form of physical discipline is acceptable. This includes spanking, slapping, pinching, shaking, hitting or any other physical force as retaliation or correction for inappropriate behavior of a minor.
6. Humiliate, ridicule, threaten, or degrade children and/or youth nor tolerate them in the environment for which I am responsible.
7. Touch a child and/or youth in a sexual or other inappropriate manner.
8. Use any discipline that humiliates or demeans children and /or youth.
9. Use profanity in the presence of children and/or youth.
10. 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, the following are examples of affection that are inappropriate and are not to be used:
 - a. Inappropriate or lengthy embraces
 - b. Sleeping in bed with a child
 - c. Tickling minors
 - d. Touching bottoms, chests or genital areas
 - e. Any type of massage given by a minor to adult
 - f. Any type of massage given by an adult to a minor
 - g. Holding minors over two years old on the lap
 - h. Compliments that relate to physique of body development
 - i. Showing affection in isolated areas of the facility such as bedrooms, closets, staff only areas and other private rooms.
 - j. Kisses on the mouth
 - k. Wrestling with minors
 - l. Piggyback rides
 - m. Touching knees or legs of minors
 - n. Any form of unwanted affection
11. Post or access or pornography or other offensive legal or illegal material. If child pornography is discovered I realize the Diocese is obligated under the law to report this.
12. Communicate with minors via telephone, cell phone, text messaging, email, social networks or other electronic means without written permission of a parent or guardian.
13. Share/post pictures or videos of minors; or share email, telephone numbers, or other contact information with other minors or adults who are part of the class, group or organization without written permission of a parent/guardian.
14. Access/operate devices capable of capturing, transmitting, or storing images/recordings in restrooms, dressing rooms, sleeping areas where there is a reasonable expectation of privacy.
15. Consider typed conversations that take place via electronic means (emails, social networking sites, text messages, etc.) to be private, because the internet is, by its very nature, public.

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 these Behavioral Standards for Volunteers or failure to take action mandated by these Standards may result in my removal as a volunteer with children and /or youth in the Diocese of Wilmington.

Signed _____

Print name _____ Date _____



Diocese of Wilmington

Acceptable Use of Technology Church Personnel Volunteer Signature Page

Ministry in a virtual setting must reflect the same principles as those in face-to-face ministry. All technology-oriented activity performed in the execution of ministry to, with, and for young people must be in full compliance with the ethical and moral standards of the Catholic Diocese of Wilmington and its program for safe environments, *For the Sake of God's Children*. This Technology Agreement is an abbreviation of full policies, found in *Technology in Ministry: An Addendum to Ethical Standards for Church Personnel*, 2016. Your signature indicates agreement with full AUP Policy found in www.CDOW.org/FSGC.

- Church personnel are expected to act responsibly and thoughtfully when using technology.
- The use of employer-owned technology and the use of a personally owned technology device on employee-owned grounds or at employer-sponsored events is a privilege not a right.
- Personal use of employer-owned technology is permissible only with permission of a supervisor.
- The employer reserves the right to monitor and track behaviors and interactions that take place online or through the use of technology on employer property or at employer-related events.
- The use of all employer-owned technologies is limited to ministry purposes.
- While the use of personally-owned technology devices (PTD) is allowed at some times, use of these devices must be limited to those times when Church personnel are not actively engaged in the supervision of young people. Such times are rare.
- Church personnel are not permitted to send or take photographs or video with employer-owned technology or PTD on employer property or at parish, school, or diocesan events without advance permission from legitimate authority.
- Devices capable of capturing, transmitting, or storing images or recordings may never be accessed or operated in restrooms, dressing rooms, sleeping areas, or other areas where there is a reasonable expectation of privacy.
- Permission of the parent or guardian must be obtained, in writing, in order for an adult leader to communicate with minors via telephone, cell phone, text messaging, email, social networks, or other electronic means; before sharing/posting pictures or videos of minors; and before sharing email, telephone numbers, or other contact information with other minors or adults who are part of the class, group or organization.
- Church personnel should never consider typed conversations that take place via electronic means (emails, social networking sites, text message, etc.) to be private.
- Church Personnel may not utilize any technology to harass, demean, humiliate, intimidate, embarrass, or annoy any individual.
- Church Personnel must be aware of the list of prohibited online activity as defined by the Technology in Ministry: An Addendum to Ethical Standards for Church Personnel.
- Church personnel may not use parish technology to sell, purchase, or barter any products or services for personal gain.

I agree to waive any claim against the Catholic Diocese of Wilmington, its organizations and institutions ("CDOW"), and release CDOW from any liability for any violation of the terms of the agreement and further agree to indemnify and hold harmless CDOW from any third party claims which may result from violating the terms of the agreement, including but not limited to all attorney fees and court costs which may arise from said violation.

Signature of Church Personnel / <i>Volunteer</i>	Date