

St. Elizabeth Church

Religious Education & Faith Formation

Parish Religious Education Program (PREP) Volunteer Application 2018-2019

Please **PRINT** legibly and **FULLY** complete **BOTH** sides

Name: _____
First Middle Last Maiden

Address: _____
Street Address City Zip

Phone: _____
Home Work Cell / Pager

Date of Birth: _____ Last Four (4) Digits SS#: XXX-XX-
Month / Day / Year for BCI & Diocesan Certification Records only

Place of Employment: _____
Name of Employer Job Title/Description

Hobbies & Special Interests: _____

If you are a Student Volunteer: _____
Name of School Name of Teacher/Administrator Contact

Diocesan Volunteer Requirements Adults only - 18 & older

I have my fingerprint record on file at St. Elizabeth (circle one): YES NO

I completed the Protecting God's Children Awareness Session: _____
Place Attended Date Attended

I am registered to take the Protecting God's Children Awareness Session: _____
Name of Parish/School where attending Date Scheduled

Classroom/Administrative Volunteers

All who commit to volunteer on a "full-time" basis are eligible for a 50% tuition discount
All who commit to volunteer on a "part-time" basis are eligible for a 25% discount

Full Time: _____ Part-time: _____

Classroom Catechist (Teacher): _____ Grade 1st choice: _____ 2nd choice: _____

Classroom Aid/Assistant: _____ Grade 1st choice: _____ 2nd choice: _____

Flexible/Administrative Volunteer: _____
(go & do as needed, assist with sign in & out, hall monitors, assist with administrative needs – copies, arts & crafts, etc).

Arts & Crafts / Bulletin Boards _____ (development of projects in cooperation with catechists & Director)

Two-deep ministry strategy: Two adults must be present in each classroom to ensure an effective and safe ministry. All adult volunteers are required to attend a Protecting God's Children session, be fingerprinted for a BCI background check, and complete a volunteer application.

High School Students are encouraged to volunteer for school service hours. A Volunteer Application must be on file, however fingerprinting or background checks are *not* required for anyone under the age of 18.

Please Complete Back of this Form

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Previous Volunteer Experience

Location	Position	Dates/Length of Service	Contact Name
Location	Position	Dates/Length of Service	Contact Name
Location	Position	Dates/Length of Service	Contact Name

References

1.

Full Name	Address	Phone	E-Mail
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2.

Full Name	Address	Phone	E-Mail
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(If you have volunteered at St. Elizabeth in last two (2) years - please list Dave Gruber or Father Charlie as your references)
Please attach any pertinent information to this form from previous volunteer experience (certificates, letters of reference, etc.)

Code of Conduct for Diocese of Columbus

- Volunteers collaborate with the Pastor and other supervisors and associates in ministry.
- Volunteers are accountable to the Pastor or other duly appointed representative.
- Volunteers faithfully adhere to the teachings of the Catholic Church in word and action.
- Volunteers are competent and receive education and training commensurate with their role(s) and responsibilities.
- Volunteers respect the diversity of spiritualities in the faith community and will not make their own personal form of spirituality normative.
- Volunteers recognize the dignity of each person and do not behave disrespectfully of anyone or any group.
- Volunteers serve all people without regard to gender, creed, national origin, age, marital status, socioeconomic status, or political beliefs.
- Volunteers seek to share with all persons the resources, services, and opportunities they need for spiritual growth.
- Volunteers act to ensure all persons with special needs or disabilities have access to resources they require.
- Volunteers are called to serve the faith community, carrying out their ministry conscientiously, zealously, and diligently.
- Volunteers exercise responsible stewardship of resources while holding themselves to the highest standards of integrity regarding fiscal matters placed in their trust.
- Volunteers respect confidentiality.
- Volunteers are aware of the signs of physical, sexual, and psychological abuse and neglect.
- Volunteers carefully obey civil and ecclesial law, policy and procedure concerning the reporting of neglect, suspected physical abuse or threatened physical harm.
- Volunteers support the rights and roles of parents while ministering to the needs of minors.
- Because of their ministerial positions, volunteers consistently sustain respectful ministerial relationships, avoiding any semblance of manipulation, or abuses of power, and refraining from any physical, romantic, or sexual relationships between an adult and a minor.
- Volunteers are aware of their limitations with respect to paraprofessional counseling and make appropriate referrals.
- Volunteers are aware of and comply with all applicable parish, organizational and/or diocesan policies with special attention to sexual misconduct, safety, transportation, parental permission, and medical emergency policies.
- *Volunteers have been made aware of the policies and guidelines as stated in the Diocesan Catechetical Administrative Handbook which is on file in the offices of the Parish and/or Religious Education Office, including policies and guidelines regarding harassment and the use of materials and technology in the service of their ministry as well as Diocesan (St. Elizabeth).*

I have read and understand the above Code of Conduct for the Diocese of Columbus and the Community of St. Elizabeth Church and commit to uphold this code in my ministry. I affirm that the information I have provided is complete and truthful.

Volunteer Applicant's Signature: _____ Date: _____

If Volunteer is a Minor (under 18): _____
Name of Parent/Guardian Signature Date