

## Volunteer Registration ADULT Package – Requirements Summary

Requirement	Low-Risk Ministry	Medium-Risk Ministry	High-Risk Ministry*
Parish Registration – by Family	✓	✓	✓
Volunteer Information Form	✓	✓	✓
Agreement to Model Code of Conduct	✓	✓	✓
Interview with Ministry Coordinator(s)	✗	✓	✓
Police Information Check (PIC) (re-done every 3 years)	✗	✗	✓
Reference Check	✗	✗	✓
Abuse Prevention Training	✗	✗	✓
Ministries Risk Rating	Bible Study Bulletin Stapling Choir Couple 4 Christ Decorating Commt. Funeral Receptions Gift Family Library Office Help Parish Council Readers RCIA Servants of God Stewardship Commt. Together in Action Welcome Commt. Feed the Hungry Good Food Box Kitchen Inventory Sacristy Linens	Baptism Prep Eucharist Minister Finance Commt. Knight of Columbus Sacristans Ushers	Altar Servers Children's Liturgy Legion of Mary Parent and Tot Pastoral Care Sacrament Prep Seniors Group St. Vincent de Paul Vacation Bible Camp Young People's Choir Youth Group

*\*Unless otherwise noted, all high-risk ministry requirements apply to adult (18+) coordinators, leaders and volunteers. Volunteers under the age of 18 will **not** be required to conduct an interview, police check or references.*

For questions or concerns regarding volunteer registration, the screening process, and other queries, please contact:

Caitlin Marshall, Parish Screening Coordinator, at 403-254-6878 Ext. 109 or [Screening@StPatrickCalgary.com](mailto:Screening@StPatrickCalgary.com).



# St. Patrick's Church

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## VOLUNTEER INFORMATION FORM

*The Diocese of Calgary is dedicated to strengthening its parish communities. It is the policy of the Diocese for its parishes to screen all Parish Volunteer Ministry Positions and to conduct appropriate Volunteer Screening Practices. Volunteers in contact with the vulnerable persons of our parish will be required to complete a full security clearance and a full reference check.*

\* Required fields

\*Name \_\_\_\_\_

\*Address \_\_\_\_\_

\*City \_\_\_\_\_ \*Province \_\_\_\_\_ \*Postal Code \_\_\_\_\_

\*Home / Main Phone \_\_\_\_\_ Cell / Work / Other Phone \_\_\_\_\_

\*E-mail \_\_\_\_\_

PLEASE PROVIDE A CONTACT IN CASE OF AN EMERGENCY	
*Name _____	Relationship to applicant _____
*Main Phone _____	Other Phone _____
NAME OF MINISTRY THAT YOU ARE APPLYING FOR AND CURRENT MINISTRIES	
*Applying for (include Mass Time, if applicable) _____	
Current Ministry Position(s) (if any) _____	

Have you held a volunteer position or been employed with another Parish or Office of any Diocese?

Yes  No If yes, please provide the name of parish and diocese: \_\_\_\_\_

Reason(s) for leaving:

\_\_\_\_\_  
\_\_\_\_\_

How long have you been a member of this parish community? \_\_\_\_\_

Would you consider working for other ministries on our parish?  Yes  No

If yes, which other ministries might interest you?

\_\_\_\_\_  
Please identify the gifts or talents you would like to share with our parish for future ministry work:

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a criminal offence?  Yes  No

If yes, please explain (on a separate sheet, if necessary) the number of convictions(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentences(s) imposed and type(s) of rehabilitation.

\_\_\_\_\_

*I certify that the information provided on this Volunteer Information Form is true and complete. I understand that this information will remain confidential and is property of the Parish. As well, I understand that my name and phone number will be given to the appropriate Ministry Coordinator/ Leader so that she/he may contact me.*

*I understand that I must agree to the Diocesan Model Code of Conduct and I take my volunteer commitment seriously. I understand that failure to comply with my volunteer responsibilities will result in a range of actions from retraining/orienting, reassigning to a more suitable position, suspension, termination or legal action depending on the degree of seriousness or impact. I understand that these policies and procedures are subject to change and that I can access the "Strengthening Our Parish Communities" core standards by typing "screening" into the search engine on the Diocesan website at [www.calgarydiocese.ca](http://www.calgarydiocese.ca)*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**POLICE INFORMATION CHECK (PIC)**

***I agree to comply with obtaining a Police Information Check (PIC) when asked, before I can participate in a High-Risk ministry position and every three years after.***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## AGREEMENT to MODEL CODE of CONDUCT

I understand that the complete *Model Code of Conduct* is available to the public and is accessible on the Diocese website ([www.calgarydiocese.ca](http://www.calgarydiocese.ca)). I promise to strictly follow the rules and guidelines in the *Model Code of Conduct* as a condition of my ministry, employment or in providing services to the Diocese, including any children and vulnerable persons of our Diocese. Further:

### I WILL:

- Attend as scheduled and be punctual; absent myself only for good and sufficient reason, and notify the necessary person of anticipated or unforeseen absences;
- Perform duties and discharge responsibilities safely, effectively, and with proper regard for time and material;
- Be courteous and cooperative in my relations with other personnel and with those whom they serve;
- Conduct myself, both on and off the job, in a manner that reflects credit to my Parish/ministry/program;
- Dress appropriately;
- Demonstrate an awareness of, and respect for sexual, cultural and physical differences in my relationships with participants, other personnel and the whole parish community;
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration;
- Avoid situations where I am alone with children (under 18 years old) and/or vulnerable persons at Church activities;
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or vulnerable persons;
- Refuse to accept expensive gifts from children and/or vulnerable persons or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or vulnerable persons without prior written approval from the parents or guardian and the pastor or administrator;
- Report suspected abuse to the pastor, administrator, or appropriate supervisor. I understand that failure to report suspected abuse of children (under 18 years old) to civil authorities is a provincial offence.
- Abide by the Two-Adult Rule.
- Cooperate fully in any investigation under this *Code of Conduct*.

