



St. Patrick's

ROMAN CATHOLIC CHURCH

TRUTH • LOVE • BEAUTY

PARISH REGISTRATION FORM

FAMILY NAME: _____

ADDRESS: _____

POSTAL CODE: _____

ADDRESS: _____

EMAIL: _____

PHONE #: _____

CHURCH ATTENDANCE: REGULAR FREQUENT OCCASIONAL SELDOM

DONATIONS: ELECTRONIC FUND TRANSFER ENVELOPS

ADULT 1

Name : _____

Last Name: _____

Maiden Name: _____

Birth Date: _____

Religion: _____

Gender: Male Female

Baptized: Yes No

1st. Communion: Yes No

Confirmation: Yes No

Marriage: Yes No

Married in Catholic Church: Yes No

Marital Status: Married Single Common-Law
Widow Divorced Separated

ADULT 2

Name : _____

Last Name: _____

Maiden Name: _____

Birth Date: _____

Religion: _____

Gender: Male Female

Baptized: Yes No

1st. Communion: Yes No

Confirmation: Yes No

Marriage: Yes No

Married in Catholic Church: Yes No

Marital Status: Married Single Common-Law
Widow Divorced Separated

CHILD 1

Name : _____

Last Name: _____

Birth Date: _____

Religion: _____

Gender: Male Female

Baptized: Yes No

1st. Communion: Yes No

Confirmation: Yes No

CHILD 2

Name : _____

Last Name: _____

Birth Date: _____

Religion: _____

Gender: Male Female

Baptized: Yes No

1st. Communion: Yes No

Confirmation: Yes No

CHILD 3

Name : _____

Last Name: _____

Birth Date: _____

Religion: _____

Gender: Male Female

Baptized: Yes No

1st. Communion: Yes No

Confirmation: Yes No

St. Patrick's Church

1414 Shawnessy Blvd. S.W., Calgary, Alberta T2Y 2L7

Phone: (403) 254-6878 Fax: (403) 256-0963

E-mail: parish@stpatrikcalgary.com

VOLUNTEER REGISTRATION PACKAGE



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

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 five years after.

Signature: _____ Date: _____

*** Original signed copies to be on file at Parish Office (NO photocopies; no email print outs)**

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). 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*.

I WILL NOT:

- Smoke, use or distribute tobacco products in the presence of children and/or vulnerable persons;
- Use, possess, distribute or be under the influence of alcohol at any time while exercising my ministry or providing services;
- Use, possess, or be under the influence of illegal drugs at any time;
- Pose any health risk to children and/or vulnerable persons (*i.e.*, no abuse, no fevers or other contagious situations);
- Strike, spank, shake, or slap any person, including children and/or vulnerable persons;
- Humiliate, ridicule, threaten, or degrade any person, including children and/or vulnerable persons;
- Touch a child/vulnerable persons in a sexual or other inappropriate manner;
- Use any discipline that frightens or humiliates children/vulnerable persons;
- Carry or provide firearms; switchblade knives and knives with a blade longer than five inches; dangerous chemicals; explosives including blasting caps; chains and/or any other objects carried for the purpose of injuring or intimidating;
- Use profanity in the presence of children and/or vulnerable persons;
- Make any public pronouncements on potentially contentious theological or moral issues in the name of the Diocese, Parish or Program which might be constructed as having been made with authority unless I have been given that authority by the Diocese.

I understand that in working with children and/or vulnerable persons or if I have access to parish financial accounts or accounting software, I am subject to a thorough background check including criminal history.

I understand that any action inconsistent with this *Code of Conduct* or failure to take action mandated by this *Code of Conduct* may result in appropriate disciplinary action and removal from my ministry or duties.

<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>
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