

**ST. BRENDAN PARISH  
MINISTRY OF FAITH FORMATION**

*2010.11 Commitment Form  
FULL-TIME CATECHIST/AIDE for Age 3 - Grade 6  
or Minister to our 7th & 8th grade teens in "The EDGE" program*

Dear Volunteer:

Have you ever considered what an awesome ministry it is to share your faith life with the children in our MFF program? We ask you to consider spending a total of 26 Sunday mornings or Monday evenings with us as a catechist or aide in our upcoming catechetical year. The rewards and blessings are immeasurable...including a discount on Faith Formation fees (see details on second page).

☺ We look forward to working with you in this Ministry. ☺  
Please fill out & return this form to the MFF office ASAP.

Name: \_\_\_\_\_ e-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Preferred number we can reach you during the day? \_\_\_\_\_

Place of Employment \_\_\_\_\_

\_\_\_\_\_ **YES, I AM AVAILABLE** (please check all that apply) ☺ ☺ ☺

a Catechist    or     an Aide    or     EDGE Podleader    or     EDGE musician

If possible, I would like grade/age \_\_\_\_\_ Sunday at 8:45a.m.  or 10:30 a.m.

If possible, I would like grade \_\_\_\_\_ Monday at 4:30p.m.  or 6:15 p.m.

If possible, please pair me with \_\_\_\_\_ or anyone

I have a child at this grade level, I would like him/her in my class    yes     no

**Important!!!**

I have attended a **Protecting God's Children Workshop**    Yes \_\_\_\_\_ No \_\_\_\_\_

I have a **fingerprint result** on file in the MFF office    Yes \_\_\_\_\_ No \_\_\_\_\_

I have the **volunteer application** (last 2 pages of this form) on file    Yes \_\_\_\_\_ No \_\_\_\_\_

I have a current **volunteer badge**    Yes \_\_\_\_\_ No \_\_\_\_\_

**\*\*\* If there is a question on the above, please contact the MFF office to be sure. \*\*\***

**PGC & Background check & Volunteer App. (attached) MUST be completed before volunteering.**

**Volunteer Badge MUST be worn while volunteering.**

I have taught in a faith formation program before?    Yes \_\_\_\_\_ No \_\_\_\_\_

What grades? \_\_\_\_\_ # of years? \_\_\_\_\_

Please complete all parts, sign & date

Do you need child care services during class time? (offered Monday only)

- NO                       YES, each week                      number of children \_\_\_\_\_
- YES, but only occasionally                      number of children \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_ Allergy/Condition \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_ Allergy/Condition \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_ Allergy/Condition \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_ Allergy/Condition \_\_\_\_\_

We have some exciting incentives for our volunteers. Requirements must be met!  
Read All of the Following...

- **Commitment** to the Ministry must be made prior to *June 30* to qualify for discount. Our goal is to have 3 adults in each classroom.
- **Certification Program** – Being a catechist or an aide is an awesome responsibility. It involves praying, planning and preparation. IN order to best fulfill this responsibility, we need to educate and re-educate ourselves in who we are as catechists, in Scripture, in understanding Jesus and the Church, in Liturgy and Sacraments, and in the “ever popular” topic: morality.

It is our intent to help each of you become certified as a catechist over the next few years. Some courses will be offered here at St. Brendan during the normal in-service time at the beginning of the year. Some will be offered on Sundays or Monday that we are not in class. Some will be an “at home experience”.

- In offering a full tuition fee discount for full time catechists, and 50% deduction for all Aides, the expectation is that you will participate in these certification classes. Do not think of this as an added burden to an already over booked schedule. Rather it is a **gift you give yourself** as you further develop your own faith. We’re going to be creative as to how and when these classes will be held. Stay tuned for dates...
- **Fee Discount** – There will be a discount for catechists & aides as follows:
  - Catechists will receive 100% discount on fall/winter (*only*) family fees
  - Aides will receive 50% discount on fall/winter (*only*) family fees

☺ Here are names of others who may also be interested in our Ministry ☺

Name: \_\_\_\_\_ phone: \_\_\_\_\_

Name: \_\_\_\_\_ phone: \_\_\_\_\_

**St. Brendan the Navigator  
Volunteer Application Form**

*Please print clearly*

*Dear Volunteer:*

*Thank you for offering your time and talents to work with the children and youth of St. Brendan's parish. Volunteers such as you are indispensable to our programs. Because you will be working with our young people, we require some basic information about you. This assures the best possible programs for our young people. Please fill in the information requested below, and return this form to the chairperson of your ministry or the Parish Office.*

Volunteer Program or Ministry Program Name: \_\_\_\_\_

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone # \_\_\_\_\_

Work Phone # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Current Employment (position and location) \_\_\_\_\_

\_\_\_\_\_

**NOTE: AT ANY TIME YOU MIGHT BE REQUIRED TO PROVIDE A SET OF FINGERPRINT IMPORESSIONS AND A CRIMINAL RECORDS CHECK MIGHT BE CONDUCTED WITH RESPECT TO YOU. (ORC §109.575)**

**Legal Issues**

- 1) Have you been convicted of child neglect or abuse of any kind, or a felony?  no  yes
- 2) Has your driver's license ever been suspended or revoked?  no  yes
- 3) Have you ever been on probation?  no  yes

Please explain any 'Yes' answers \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

Emergency Contact: \_\_\_\_\_

Address \_\_\_\_\_

Phone(s) \_\_\_\_\_

Family Physician (optional) \_\_\_\_\_ Phone \_\_\_\_\_

**REFERENCES**

**(Give full names and daytime telephone numbers)**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_



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## Volunteer's Code of Conduct

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children and youth of our parish.

### As a volunteer, I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at Church activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- 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.
- Cooperate fully in any investigation of abuse of children and/or youth.
- Faithfully represent the teachings of the Catholic Church with integrity in word & action.
- Comply with all applicable parish, organizational and/or diocesan policies with special attention to sexual misconduct, safety, transportation, parental permission, and medical emergency policies.

### As a volunteer, I will not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

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 this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer with children and/or youth.

\_\_\_\_\_  
Volunteer's Printed Name

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date