

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

2010.11 Commitment Form for *SUBSTITUTE CATECHIST, AIDE or EDGE*

Dear Volunteer:

Thank you for your time and talents to work with the children of our parish. Volunteers such as you are indispensable to our program. Because you will be working with young people and following the mandates of the Charter for the Protection of Young People, we require some basic information about you.

☺ We look forward to working with you in this Ministry. ☺
Please complete & return 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 WILL BE A SUB NEXT YEAR (please check all that apply) ☺

___ as a catechist - sub ___ as an aide - sub ___ as an EDGE podleader

If possible, Sunday at 8:45a.m. ___ 10:30 a.m. ___

If possible, Monday at 4:30p.m. ___ 6:15 p.m. ___

Reminder: In most cases the call for a sub comes at the last minute.

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, 2009* 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) _____



VIRTUS®
EXCELLENCE
BUILDS
TRUST

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