

**ROMAN CATHOLIC DIOCESE OF LAS CRUCES, NEW MEXICO
UNIFORM VOLUNTEER APPLICATION FORM**

Your Name: _____ Date of Application: _____

Mailing Address: _____ City _____ Zip _____

Telephone Number(s): _____ e-mail _____

Religious Affiliation: _____

Emergency Contact _____ Relationship to you: _____ Their telephone number(s): _____ Their street address: _____
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For which ministry are you interested in volunteering? _____

What is your availability in terms of schedule (#days/week, hours/day)? _____

How did you learn about this ministry? _____

Please list your current employer with phone number: _____

May we contact you at work? _____

Please list relevant experiences which would be helpful to you in this ministry: _____

Why did you choose this ministry and what do you hope to contribute? _____

Please list two local references with their telephone numbers who will attest to your character and qualifications for this ministry:

1. _____

2. _____

If you are volunteering to minister with or will come into contact with vulnerable populations such as children, young people, elderly, homebound and sick, please complete Release Authorization Form, ZB-1.

PARISH USE ONLY

Background Check submitted to Diocese _____ Date _____ Circle one: **Approved** **Not Approved** _____ Date _____

Attended Sexual Misconduct Workshop _____ Date _____

RELIGIOUS, EMPLOYEE AND VOLUNTEER CODE OF CONDUCT

Religious, employees and volunteers in our parishes, religious orders and institutions must uphold Christian values and conduct. The public and private conduct of religious, employees and volunteers can inspire and motivate people or it can scandalize and undermine the faith of the people. Religious, employees and volunteers must, at all times, be aware of the responsibilities that accompany their work. They must also know that God's goodness and grace supports them in their ministry. Responsibility for adherence to this code of conduct rests with the individual. As a religious, employee, or volunteer, I agree to the following:

- I shall treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- I shall not step beyond my competence in any situation.
- I agree to be supervised by, and bring any problems, questions or concerns to the proper parish, school or diocesan authority, such as the Volunteer Coordinator, Parish or Business Administrator, Office Manager, Pastor, or Principal.
- I shall not exploit the trust placed in me by the parish, school or diocesan community for sexual gain or intimacy or for financial gain.
- I shall not engage in physical, psychological, written or verbal harassment or discrimination towards employees, volunteers, parishioners or students and will not tolerate such harassment or discrimination by other Church employees or volunteers.
- I shall respect and maintain confidentiality with regard to sacramental records, parish and school financial records, individual contribution records, and sensitive personal information relevant to employees, parishioners, students or their families.
- I will avoid situations that might present a conflict of interest or even the appearance of a conflict of interest.
- I shall report my own professional or ethical misconduct and the misconduct of others to the appropriate parish, school or diocesan authority.
- I shall be diligent and responsible towards my spiritual, physical, mental and emotional health.
- I shall respect the diversity of spiritualities in the faith community and will not make my personal form of spirituality normative.
- I shall be competent and proactive in seeking out education and training commensurate with my role and responsibilities.
- I shall exercise responsible stewardship of resources while holding myself to the highest standard of integrity regarding the fiscal matters placed in my trust.

When working in contact with children or other vulnerable populations, I shall:

- Avoid situations where I am alone with children and youth at Church or school activities. I shall not invite children and youth to my home unless another non-related adult is present and only with the consent of their parents/guardians.
- Support the rights and roles of parents/guardians.
- Use positive reinforcement rather than criticism, competition or comparison.
- Refuse to accept expensive gifts from children or others.
- Refrain from giving expensive gifts to children or others.
- Report to the appropriate civil and church authorities any suspected abuse of children, youth, or other vulnerable populations. Failure to report such abuse is a misdemeanor.

- Cooperate fully in any investigation of abuse of children or youth.
- Not smoke or use tobacco products in the presence of children or youth. Not use, possess, or be under the influence of illegal drugs or alcohol at any time while volunteering or working for the Church or school. Not procure or provide tobacco, alcohol or illegal drugs to children, youth or others while volunteering or working for the Church or school.
- Not pose any health risk to children (i.e., fevers or other contagious situations).
- Not strike, spank, shake or slap children, youth or other vulnerable populations. Not humiliate, ridicule, threaten or degrade children, youth or other vulnerable populations.
- Not touch a child in a sexual or other inappropriate manner.
- Not use any discipline that frightens or humiliates children or youth.
- Not use profanity in the presence of children and youth.
- Not provide shared and private overnight accommodation for individual young people including, but not limited to, accommodations in any Church-owned facility, private residence, hotel room or any other place where there is no other adult supervision present. (In rare, emergency situations, when accommodation is necessary for the health and well-being of the youth, the clergy, employee, or volunteer should take extraordinary care to protect all parties from the appearance of impropriety and from all harm. Use a team approach to emergency situations.)
- Use discretion when developing relationships with minors, employees or parishioners whom I am counseling. Keep a professional distance in relationships with those whom I am counseling.

I understand that while working or volunteering I am representing the Roman Catholic Church, and agree to act in accordance with its tenets and teachings.

Signature

Date

Printed Name

Place a copy of this signed Code of Conduct in the personnel file of each religious and employee, and in the volunteer file for each volunteer.