



“Giving as we have received, to help those in need.”

## **VOLUNTEER POLICIES AND PROCEDURES**

WELCOME! We are so appreciative that you have offered your time, talents and experience to enhance the services PARISH OF THE PRECIOUS BLOOD provides to individuals in need. Volunteer service is a way to give back to the community and to gain valuable experience for the future. PARISH OF THE PRECIOUS BLOOD strives to identify the rights and expectations between the Parish and the volunteers, and to protect the people we serve, employees, volunteers, and all others who assist to achieve our mission. In the following pages, you will find our Volunteer Policies and Procedures. Please take your time reviewing this document. We are confident that you will find our Parish to be a “volunteer-friendly” and rewarding environment to serve in. These policies were put into place to help guide you and the Parish, and to answer basic questions regarding your volunteer relationship with the Parish. I know that you will enjoy volunteering with us as much as we will appreciate having you as one of the team. I hope you will find your involvement to be rewarding, and that you know you will make a difference in the lives of others.

Thank you so much for your valuable and much appreciated time.

Sincerely,

Rev. David R. Raymond, Pastor

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**PARISH OF THE PRECIOUS BLOOD  
Volunteer Policies and Procedures**

**1) Overall Policy on Parish Volunteers.**

- a) **PPB + Volunteers.** Volunteer involvement is essential to the success of our mission at the Parish of the Precious Blood. Staff members are encouraged to assist in the creation of meaningful roles for volunteers and in the recruitment of volunteers from the parish community.
- b) **Purpose of the Volunteer Policy.** This policy is to provide overall guidance to staff and volunteers engaged in volunteering in the parish.
- c) **Scope.** This policy applies to all volunteers serving in all Parish programs.
- d) **Definition.** A “volunteer” is anyone who, without compensation or expectation of compensation performs a task at the direction of and on behalf of the Parish.
- e) **Employees as Volunteers.** The Parish accepts the services of its own staff as volunteers, provided that the volunteer service is performed outside the scope of normal duties and usual working hours. Volunteer service is subject to prior approval from the Pastor or his designee.
- f) **Friends and Relatives of Staff.** Friends and relatives of staff and volunteers are encouraged to volunteer and will go through the standard volunteer application procedures.
- g) **Scope of Volunteer Involvement.** Volunteers may be involved in all programs and activities in the parish but are generally not used to displace paid employees from their position.
- h) **Volunteer Responsibilities.** Volunteers agree to actively perform their duties to the best of their abilities remaining loyal to the mission, goals and procedures of the Parish. 3

## 2) Volunteer Management Procedures.

a) **Required documents.** Volunteers are expected to fill out the required documents to serve as volunteers in the parish and return them to the rectory office.

1. **Volunteer Application**

2. **Background Check Authorization Form**

3. **DHHS Release Form**

4. **Code of Ethics (Read and Sign)**

b) **Confidentiality.** Volunteers are responsible for maintaining the confidentiality of all information to which they are exposed while serving as a volunteer, whether this information involves a staff member, volunteer, client, or other person or involves the overall business of the Parish.

c) **Access to Parish Property.** Volunteers are provided access to Parish property and materials necessary to fulfill the volunteer duties. Property and materials shall be used only when directly required for the volunteer task.

## 3) Volunteer Recruitment and Selection.

a) **Position Descriptions.** A verbal or written description is provided to volunteers.

Volunteers benefit from a current description of the position's duties and responsibilities they are expected to fill.

b) **Minors.** Volunteers under 18 years of age must have the written consent of a parent or legal guardian. Individuals under age 14 may volunteer with a parent or guardian as part of a family or group project such as food drives, special events and certain service projects. Responsibilities assigned to minors are performable in a non-hazardous environment and in compliance with the requirements of child labor laws.

c) **Falsification of Information.** Falsification of information on a volunteer application, including material omission or misrepresentation, is grounds for immediate dismissal.

d) **Placement.** In placing a volunteer, attention should be paid to the volunteer's interests, capabilities and position's requirements. No placement should be made unless the requirements of both the volunteer and supervising staff are met.

#### 4) **Volunteer Training and Development.**

a) **Orientation and Training.** Volunteers receive a general orientation on the nature and purpose of the assigned service.

b) **Risk Management.** Volunteers will be trained and equipped in methods to deal with all identified and known risks. Likewise, volunteers are responsible for notifying their immediate supervisor of any hazardous situation or condition discovered by the volunteer.

#### 5) **Volunteer Supervision.**

a) **The Pastoral Life Coordinator** serves as the Volunteer Supervisor for the parish. A volunteer may also act as a supervisor of other volunteers in a particular ministry. Supervisory Volunteers may be required to undergo additional screening.

b) **Volunteer-Staff Relationships.** Volunteers and staff are considered to be partners in implementing the mission and programs of the Parish. The Staff member has the added responsibility of assuring that parish procedures are followed.

c) **Lines of Communication.** Volunteers will receive all necessary information pertinent to the performance of the work assignments. Volunteers should be included in and have access to appropriate information relevant to the work assignments.

d) **Absenteeism.** Volunteers should inform their supervisor as far in advance as possible if they will be absent from their volunteer assignment so that alternate arrangements can be made if necessary.

e) **Harassment Prohibition and Reporting.** It is the policy of the Parish to maintain a

working environment that encourages mutual respect and promotes respectful and congenial relationships between volunteers and employees and that is free from all forms of harassment. All instances of harassment should be reported to the Pastor or volunteer supervisor as soon as possible.

**f) Alcohol and Drugs.** No volunteer may use, possess, transfer, distribute, manufacture, or sell or be under the influence of alcohol or any illegal drug while on Parish property; nor while on duty. Any volunteer who reports for service while impaired by the use of alcohol, over-the-counter medications, prescription drugs, or other controlled substances are subject to a meeting with the Pastor.

**g) Dismissal of Volunteer.** Volunteers who do not adhere to the policies and procedures of the Parish of the Precious Blood or fail to satisfactorily perform a volunteer assignment may be subject to dismissal.

**h) Injuries.** Volunteers should immediately report any injuries incurred while volunteering in the parish to the volunteer supervisor.

**i) Reimbursement.** Volunteers may be eligible for reimbursement of reasonable expenses incurred while volunteering. Prior approval for such expenses must be obtained from the Parish Business Coordinator.