

Essential 3 Requirements for Minor Volunteers (under 18 years old)

The following E3 criteria are for persons who are:

- under 18 years old, and
- volunteer at a parish, school, or archdiocesan office within the Archdiocese of Saint Paul & Minneapolis, and
- whose volunteer duties include interaction with minors or vulnerable adults.

1. Background Evaluation

Minor volunteers must:

- ◆ Complete a volunteer application form.
- ◆ Provide two (2) written references from a non-parent/guardian. It is strongly preferred that at least one of the references is written by a school leader or teacher. (Note: A parish staff member may service as a reference, when applicable.)

2. Code of Conduct

Minor volunteers must:

- ◆ Review the *Code of Conduct for Youth Volunteers Who Interact with Children, Other Youth, or Vulnerable Adults (Code of Conduct for Youth)* with the supervisor (or designee), to discuss the terms and ensure the minor understands the purpose of the Code.
- ◆ Sign and date the Acknowledgement and Consent page (along with his or her parent/guardian), which is kept on file at the parish, school, or archdiocesan office.

3. Safe Environment Training

Minor volunteers must:

- ◆ Be current on Personal Safety Lessons (PSL), with the most recent lesson having been completed within the last three (3) years. If the minor is employed or volunteering at a parish or school other than the site where his/her records are kept, he/she should provide proof of being current (i.e. a signed note from the Safe Environment Coordinator, including the date of the most recent PSL).



Upon turning 18 years of age, the volunteer is required to:

- Complete a background check (within two weeks of his/her birthdate)
- Sign a new Code of Conduct (either the *Code of Conduct for Church Personnel* or *Code of Conduct for Adult Volunteer*, as applicable)
- Complete Safe Environment Training per the instructions in the document,

E3: Volunteers 18+ Years Old