



## VOLUNTEER INFORMATION FORM

The Diocese of Calgary is dedicated to strengthening its parish communities. It is the policy of the Diocese for its parishes to screen all Parish Volunteer Ministry Positions and to conduct appropriate Volunteer Screening Practices.

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-Mail: \_\_\_\_\_ Work Place: \_\_\_\_\_

May we have your permission to use your email address to communicate Information with you (your email will not be shared with any other person or place)?  Yes  No

### Which Sunday Mass do you regularly attend?

- 5:00pm (Sat) Assumption   
  9:00am (Sun) Assumption   
  6:00pm (Sun) Assumption  
 7pm (Sat) St. Basil's   
  7:30am (Sun) St. Basil's   
  11:00am (Sun) St. Basil's

PLEASE PROVIDE A CONTACT IN CASE OF AN EMERGENCY	
Name:	_____
Home Phone:	_____ Other Phone: _____
Relationship to applicant:	_____

FOR PARISH USE ONLY
Name: _____
Ministry Position(s): _____

Have you held a volunteer position or been employed with another Parish or Office of the Diocese of Calgary (the Diocese of Calgary encompasses Southern Alberta).  Yes  No

If yes, please describe your role(s) and the circumstances of your leaving:

\_\_\_\_\_  
\_\_\_\_\_

How long have you been a member of this parish community?

---

Please identify the Ministry position(s) for which you are applying/considering or in which you are currently involved:

---

---

If this ministry is not available, would you consider a different ministry?  Yes  No

If yes, which other ministries might interest you?  Yes  No

If yes, which other ministries might interest you?

---

---

Have you ever been convicted of a criminal offence?  Yes  No

If yes, please explain (on a separate sheet if necessary) the number of convictions, nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed and type(s) of rehabilitation.

*I certify that the information provided on this Volunteer Information Form is true and complete. I understand that this information will remain confidential and is property of the Parish. As Well, I understand that my name and phone number will be given to the appropriate Ministry Coordinator/Leader so that he/she may contact me.*

*I understand that I must agree to the Diocesan Model Code of Conduct and take my volunteer commitment seriously. I understand that failure to comply with my volunteer responsibilities will result in a range of actions from retaining/orienting, reassigning to a more suitable position, suspension, termination or legal action depending on the degree of seriousness or impact. I understand that these policies and procedures are subject to change and that I can access the "Strengthening Our Parish Communities" core standards on the Diocesan website at [www.calgarydiocese.ca](http://www.calgarydiocese.ca).*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ■ AGREEMENT TO MODEL CODE OF CONDUCT

I understand that the complete *Model Code of Conduct* is available to the public and is accessible on the Diocese website ([www.calgarydiocese.ca](http://www.calgarydiocese.ca)). I promise to strictly follow the rules and guidelines in the *Model Code of Conduct* as a condition of my ministry, employment or in providing services to the Diocese, including any children and vulnerable persons of our Diocese. Further:

### **I WILL:**

- Attend as scheduled and be punctual; absent myself only for good and sufficient reason, and notify the necessary person of anticipated or unforeseen absences;
- Perform duties and discharge responsibilities safely, effectively, and with proper regard for time and material;
- Be courteous and cooperative in my relations with other personnel and with those whom they serve;
- Conduct myself, both on and off the job, in a manner that reflects credit to my Parish/ministry/program;
- Dress appropriately;
- Demonstrate an awareness of, and respect for sexual, cultural and physical differences in my relationships with participants, other personnel and the whole parish community;
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration;
- Avoid situations where I am alone with children (under 18 years old) and/or vulnerable persons at Church activities;
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or vulnerable persons;
- Refuse to accept expensive gifts from children and/or vulnerable persons or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or vulnerable persons without prior written approval from the parents or guardian and the pastor or administrator;
- Report suspected abuse to the pastor, administrator, or appropriate supervisor. I understand that failure to report suspected abuse of children (under 18 years old) to civil authorities is a provincial offence.
- Abide by the Two-Adult Rule.
- Cooperate fully in any investigation under this *Code of Conduct*.

**I WILL NOT:**

- Smoke, use or distribute tobacco products in the presence of children and/or vulnerable persons;
- Use, possess, distribute or be under the influence of alcohol at any time while exercising my ministry or providing services;
- Use, possess, or be under the influence of illegal drugs at any time;
- Pose any health risk to children and/or vulnerable persons (*i.e.*, no abuse, no fevers or other contagious situations);
- Strike, spank, shake, or slap any person, including children and/or vulnerable persons;
- Humiliate, ridicule, threaten, or degrade any person, including children and/or vulnerable persons;
- Touch a child/vulnerable persons in a sexual or other inappropriate manner;
- Use any discipline that frightens or humiliates children/vulnerable persons;
- Carry or provide firearms; switchblade knives and knives with a blade longer than five inches; dangerous chemicals; explosives including blasting caps; chains and/or any other objects carried for the purpose of injuring or intimidating;
- Use profanity in the presence of children and/or vulnerable persons;
- Make any public pronouncements on potentially contentious theological or moral issues in the name of the Diocese, Parish or Program which might be constructed as having been made with authority unless I have been given that authority by the Diocese.

I understand that in working with children and/or vulnerable persons or if I have access to parish financial accounts or accounting software, 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 appropriate disciplinary action and removal from my ministry or duties.

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

*Original signed copy to be kept on individual's personnel file.*

