

# ST. MATTHEW THE APOSTLE CHURCH VOLUNTEER APPLICATION

Thank you for offering to work with the children and youth of our parish. Volunteers are indispensable to our programs. Because you will be working with our young people, we require some basic information about you. Please fill out the information requested below and return this form to the Youth Minister, Religious Education Coordinator, School Principal or Pastoral Associate.

Applicant's Name \_\_\_\_\_  Male  Female

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Current Employment (position and location) \_\_\_\_\_

Volunteer position(s) you are interested in at St. Matthew \_\_\_\_\_

\_\_\_\_\_

## REFERENCES

**Please provide the name/address of two people we may contact for a reference check.**

**ALL INFORMATION MUST BE INCLUDED.**  
**PLEASE DO NOT USE RELATIVES AS REFERENCES.**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

## PREVIOUS VOLUNTEER EXPERIENCES

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Location

Position

Length of Service

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Location

Position

Length of Service

## PROTECTING GOD'S CHILDREN SESSION AND BACKGROUND CHECK

**Volunteers who work with the youth of our parish must also submit to a background check and attend a Protecting God's Children session. Information on how to complete these requirements can be found on the St. Matthew website, [www.stmatthew.net](http://www.stmatthew.net).**

Have you attended a Protecting God's Children session? yes  no

Have you submitted to a background check? yes  no

### VOLUNTEER 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 Code of Conduct as a condition of my providing services to the children and youth of St. Matthew the Apostle Church and School.

#### **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 or inappropriate behavior to the pastor, pastoral associate, or appropriate supervisor. Suspected abuse is to be reported to the local Child Protection Services agency and the Columbus Diocese. 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.

#### **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 or illegal drugs at any time while volunteering.
- 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.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.
- Volunteers are aware they have considerable personal power because of their ministerial position. Therefore, they will sustain respectful ministerial relationships, avoiding manipulation and other abuses of power. Physical, sexual, or romantic relationships between an adult volunteer and a minor are unethical, unlawful and are prohibited.

**I AFFIRM THAT THE INFORMATION I HAVE PROVIDED IS COMPLETE AND TRUTHFUL. I HAVE READ AND UNDERSTAND THE ABOVE CODE OF CONDUCT AND COMMIT TO UPHOLD THIS CODE IN MY MINISTRY. 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. I ALSO AGREE TO ATTEND A PROTECTING GOD'S CHILDREN SESSION AND TO SUBMIT TO A BACKGROUND CHECK.**

Signature \_\_\_\_\_ Date \_\_\_\_\_