ST. PATRICK CHURCH VOLUNTEER PACKET

The following documents required by the Diocese of Columbus and St. Patrick must be on file at the parish office prior to the volunteer activity:

- *Certificate or notification of completion of the (Virtus) Protecting God's Children training*
- *Background report (one or both BCI/FBI depending on status of residency)*
- *Enrollment in selection.com (Fastrax)*
- *Volunteer Information sheet*
- *Signed Code of Conduct*
- *Signed Harassment Policy Verification Form*

PROTECTING GOD'S CHILDREN TRAINING REGISTRATION

If you have never attended a Protecting God's Children session, following these steps to register:

- Visit https://columbuscatholic.org/safe
- Under "Employees & Volunteers" find Virtus Training and click "Register"
- You will be redirected to a list of all available Protecting God's Children sessions
- At the top of the page, click the gray "Start Registration" button
- As a part of your registration, please note that after you select a Protecting God's Children session to attend, you will be led to an on-line background check providers site (Selection.com/Fastrax) to submit an on-line background check. The cost of the report is $25. *In addition, you will also be required to be fingerprinted for a BCI and/or FBI report.*
- Follow the prompts to:
    - Create a user ID and password
    - Enter your contact and role information
- Review the list of available sessions carefully:
    - Read the session notes! Some sessions are:
        - Restricted to a specific parish/school's employees or volunteers
        - Offered in Spanish instead of English
- Once you select and register for a session, follow any additional prompts to complete your profile and training requirements.

Important Reminders:

- It is not encouraged to attend a session without registering through Virtus.
- All adults who work with minors in the Diocese of Columbus must complete the Protecting God's Children training before beginning service.

BACKGROUND FINGERPRINTING PROCESS

Go to the Fast Fingerprints website: www.fastfingerprints.com
Click on "Schedule Appointment"
You will be asked if you have a direct billing code, enter codes according to length of residency:

IGHWKX (resident of OH >5 years)
IGHWMZ (resident of OH <5 years)

Provide your zip code to find the closest location and schedule your appointment
Results are sent electronically to:

Diocese of Columbus – Safe Environment Office
(OID: 7296 / Safe Environment Program)

*If prompted, the results should be sent to:

Diocese of Columbus – Safe Environment Office
197 E. Gay Street
Columbus, OH 43215
Attn: Safe Environment

For instructions on other fingerprinting options (Sheriff's office/Police Department or Regional Educational Service Centers) please contact anamariabott@stpatrickcolumbus.org

IMPORTANT NOTES:

- FBI results are always mailed, which can take up to 30 days to receive. Please have results mailed to:

  Diocese of Columbus – Safe Environment Office
  197 E. Gay Street
  Columbus, OH 43215
  Attn: Safe Environment
- Do not send fingerprinting results to the parish office or to the priest. Results must be transmitted from the fingerprinting agency to the diocese
- Clergy should complete fingerprinting as soon as possible to avoid delays in compliance
- Diocesan policy was updated in August 2025, requiring all employees, clergy, religious, and volunteers in child-facing ministries to update their background check every 5 years. Failure to maintain a current background check will result in the individual being prohibited from working and/or volunteering in the diocese

ST. PATRICK CHURCH VOLUNTEER INFORMATION

Name: _____

Address: _____

_____
City State Zip

Date of Birth: _____

Phone: Home_____ Work_____ Cell_____

Email Address: _____

Volunteer Position, Ministry or Group: _____

Please give a brief description of your volunteer position:

_____

_____

_____

Emergency Contact:

Name: _____

Relation: _____ Phone #: _____

Medical Conditions/Medications/Allergies of which you wish us to be aware:

_____

_____

ST. PATRICK PARISH CODE OF CONDUCT

The Code of Conduct for St. Patrick provides a framework for appropriate behavior, lays out expectations, and provides information for all employees/volunteers of St. Patrick Church who have access to (the care, custody, or control of) children and youth. All employees and volunteers are expected to conduct themselves in a manner that respects the dignity of the human person.

EXPECTATIONS:

- All employees/volunteers will be required to fill out an information form which will be kept on record in the Parish Office and with appropriate contact persons for each program.
- All employees/volunteers will be given a job (position) description and will be expected to work within its parameters. This job (position) description will be attached to the employee/volunteer personnel file, and kept in the Parish Office.
- All employees/volunteers will treat others with respect and courtesy. Harassment of any type is a serious offense and will not be tolerated.
- All employees/volunteers will respond to all legitimate authority in a positive, obedient, and respectful manner.
- All employees/volunteers will make wise choices in the use of the building, supplies, materials, and furnishings that reflect a respect towards their use.
- All employees/volunteers will act responsibly and conduct themselves with dignity.
- All employees/volunteers will resolve problems and disputes using peaceful, respectful and just procedures. When problems cannot be resolved recourse should be made to the pastor.
- All employees/volunteers will accept correction with respect.
- All employees/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 and are prohibited.
- All employees/volunteers will report violations to the appropriate superior or pastor.
- All employees/volunteers are forbidden to use, possess, handle, transmit or conceal any object which is or can be considered a dangerous weapon or instrument of violence.
- In keeping with the Diocesan Safe Practices Guidelines all employees/volunteers may meet with children only in approved public areas. They must avoid situations where they are alone with children and/or youth at Church activities. Please refrain from giving gifts to children/youth. Report suspected abuse to pastor, administrator, or appropriate supervisor and *(the local Child Protection Services Agency).* 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.
- Smoking or use of tobacco products in the presence of children/youth is prohibited.
- Use, possession of, or under the influence of alcohol or illegal drugs at designated youth events is prohibited.
- All employees/volunteers must attend *Protecting God's Children* presentation, be fingerprinted for a B.C.I. background check, and adhere to all norms of the Diocese of Columbus Child Protection Policy.
- All drivers must fill out and follow the *Volunteer Driver Information.* Only persons having the form on file may drive any children/youth in their vehicles. No one under the age of 25 is permitted to operate a motor vehicle on behalf of the Diocese of Columbus or a diocesan organization or parish. All Drivers must sign and conform to the *Cell Phone Policy.* This signed form must be on file in the parish office. Employees and volunteer may not transport one child or youth alone in a car.
- All employees/volunteers must sign below stating that they have read, understood, and will adhere to the Code of Conduct for St. Patrick Church. This receipt will be kept on file with position description and personnel file.

CODE OF CONDUCT FOR ST. PATRICK CHURCH RECEIPT

I understand that as a Parish Employee/Volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I have read, understood and will adhere to the Code of Conduct for St. Patrick Church. 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 an employee/volunteer with children and/or youth.

_____ _____

Employee/Volunteer Signature **Date**

SE 300.30

HARASSMENT POLICY FOR EMPLOYEES AND ADULT EMPLOYEES AND VOLUNTEERS

1. Harassment can take many forms. Harassment can occur at any parish/school/agency activity, and/or can take place in classrooms, halls, cafeterias, gymnasiums, or even at programs sponsored by the parish/school/agency at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age, or disability or other protected characteristics. It is the policy of the Diocese of Columbus to maintain a spiritually enriching environment, in all programs and activities, free of all forms of harassment and intimidation. **No minor participant, volunteer adult leader, or parish staff member - male or female - should be subject to unlawful harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.**

2. Conduct which constitutes sexual harassment is prohibited. Sexual harassing conduct includes, but is not limited to, the following:

- Offensive sexual flirtations, advances, propositions;
- Continued or repeated verbal abuse of a sexual or gender-based nature;
- Explicit or degrading sexual or gender-based comments about another individual or his or
- her appearance;
- The display or circulation of sexually explicit or suggestive writing, pictures or objects;
- Any offensive or physical conduct which shows hostility or aversion toward an individual
- because of gender or sex;
- Graffiti of a sexual nature;
- Fondling oneself sexually or talking about one's sexual activity in front of others;
- Spreading rumors about or categorizing others as to sexual activity.

3. Sexual harassment is not limited to conduct that is sexual in nature - it also includes harassment that is based on **gender**, as that term is recognized under Catholic Church teaching. Gender based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which are based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees and volunteers must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel or other action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, program, evaluation, participation in parish programs or activities, or any other condition of employment or achievement. Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a youth minister consoling a minor with an injury or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment is a form of prohibited conduct where the harassing conduct creates a hostile environment.

4. A sexually hostile environment can be created by a parish/school/agency employee, volunteer, minor participant, or visitor to the parish/school/agency activity.

5. Any person who believes he/she was subjected to unlawful harassment or intimidation must contact either the (a) program administrator, (b) pastor, or (c) Director of the Safe Environment Office. A complaint must be filed in writing. In the event that an individual alleges harassment by a program administrator or a pastor, the individual may file the complaint with the diocesan Director of the Safe Environment Office. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation.

6. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any program administrator, volunteer, or staff engaging in harassment. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances. disciplinary measures up to and including termination of services.

7. No retaliation against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

I have read the policy and am confident I understand the content and purpose.

_____ _____

Employee/Volunteer Name and Signature **Date**