



ST. JAMES CHURCH

115 E. Delaware Ave.

Pennington, NJ 08534

Website: www.stjames-nj.org

E-mail: stjames1@verizon.net

VOLUNTEER APPLICATION

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Info: Home (____) _____

Work (____) _____

Cell (____) _____

E-mail: _____

Volunteer Position: _____

Religious Education Catechist Volunteers only:

Grade Teaching: _____ Day: _____ Time: _____

Notice from the Diocese of Trenton: *If you are applying for a position where you will have direct contact or you will engage in an overnight activity with a child or children under the age of 18 years in more than one instance; or where you will have contact with adults who are senior citizens or who have physical or mental limitations, you shall be subject to a criminal history background investigation before your volunteer services begin.*

Have you been fingerprinted for the Diocese of Trenton within the last 3 years?

YES _____

NO _____

*The Diocese of Trenton has **mandated** that each parish volunteer that interacts with children must be VIRTUS compliant. This means that you are required to attend a 3-4 hour VIRTUS Awareness Session.*

Have you attended a Diocesan-mandated Virtus session?

YES _____

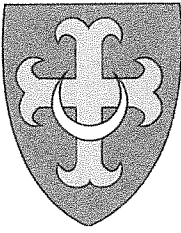
NO _____

ACKNOWLEDGEMENT OF APPLICATION

After reading all of the terms of this Volunteer Application, I hereby affirm that I understand and agree to the provisions of the program. I also agree that my volunteer service with the diocese of Trenton and/or St. James Church is on an "at-will" basis, meaning that my service may be discontinued by either the diocese of Trenton or St. James Church (through termination of my service) or myself (through voluntarily resigning) at any time without notice and without any recourse of any kind by either party. I agree to conform to any and all Diocese of Trenton or St. James Church rules of conduct.

APPLICANT SIGNATURE: _____

DATE: _____



DIocese OF TRENTON VOLUNTEER/EMPLOYEE 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 of this Code of Conduct as a condition of my providing service to the children and youth of our parish.

As a volunteer/employee, I will:

- Treat everyone including vulnerable adults (those who habitually lack the use of reason) with respect, loyalty, patience, integrity, courtesy, dignity, and consideration and conduct myself and live a lifestyle which is in conformance with Catholic teachings
- 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.
- Refrain from viewing or distributing child pornography.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor and the local Child Protection Service agency. 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/employee, 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 at any time in the presence of children and/or youth.
- Use, possess, or be under the influence of illegal drugs at any time in the presence of children and/or youth.
- Distribute pornography to children or youth.
- 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.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

I understand that as a volunteer or employee working with children and/or youth, 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 my removal as a volunteer or employee with children and/or youth.

Volunteer's Printed Name

Volunteer's Signature

Date