



Office use only: Position _____
Class _____ Grade _____

SAINT GREGORY THE GREAT FAMILY FAITH FORMATION
250 Saint Gregory Court, Williamsville, NY 14221

ADULT VOLUNTEER APPLICATION

Mr. Mrs. Miss or Ms. First Name Last Name If Married, Spouse's First Name

Address City/State Zip

Home Phone Cell Phone Date of Birth

Email address

Are you registered parishioner at St. Gregory's? ___ Yes ___ No

Have you attended "Protecting God's Children 3 1/2 hour Workshop" ___ Yes ___ No

If yes, please list the location and date _____
If no, please register for the workshop at www.virtus.org (must be completed within 60 days of volunteering)

REFERENCES – Please list 2 references- someone other than a relative or Family Faith Formation staff member:

Name	Cell phone number	Home Phone
1. _____	_____	_____
2. _____	_____	_____

I attest to the fact that I have (Please check)

1. ___ Received the three Sacraments of Initiation: Baptism, Holy Eucharist, Confirmation.
2. ___ If married, I was married according to the regulations of the Catholic Church.
3. ___ Faithfully participate in weekly Sunday Mass and Holy Days of Obligation.
4. ___ If a parent, see to the Catholic up-bringing of my children, by enrolling them in Catholic School or Faith Formation.
5. ___ I do not lead a life that would give public scandal (I.E. Co-habitation with someone whom I am not validly married to in the Catholic Church)
6. ___ I promise to teach in accordance to the teachings of the Catholic Church and to give example and encouragement by my Catholic life to the students I instruct.

Volunteer Signature: _____ **Date** _____

ST. GREGORY THE GREAT FAMILY FAITH FORMATION CATECHIST COVENANT

A Catechist is one who has responded to God's call received at Baptism to continue the mission of Jesus in the Church community and the world. In understanding and committing to the responsibilities of that call—specifically to be undertaken here at St. Gregory's Parish, I agree to the following:

(Please check each line to indicate that you have read and agreed)

- ___ As a Catechist in the Diocese of Buffalo, I agree to attend Protecting God's Children Workshop (if I have not already done so), and to keep up to date with the on-line VIRTUS monthly bulletins concerning the Child Protection Program.
- ___ I promise to teach in accordance to the teachings of the Catholic Church and to give example and encouragement by my Catholic life to the students I instruct.
- ___ I understand that I am to follow the lesson plans provided by the (*) Faith Formation staff. (* FFF staff is your Grade Level Coordinator and/or the DRE not the teenagers at the front desk)
- ___ I agree not to vary from my lesson plan without previous permissions from my Grade Level Coordinator or the Director of Faith Formation. This includes DVD's, handouts, tests and etc. that have not been provided by the staff.
- ___ **Any speakers (including our priests & deacons) must be pre-approved by the FFF staff before you ask them.**
- ___ I agree not to give my students any food (including candy) because of the large number of students in the Family Faith Formation program and at St. Gregory's School with severe allergies. All classrooms & desks must be kept free of any food contaminations.

(High school catechists with classes in their homes)

- ___ I agree to the following
 - I will not let any student in my home who has not registered with the FFF Office because of Insurance and Liability concerns. (The parish and the Diocese are still liable even though it's your home.)
 - Two adults must be present in the homes during all classes & must be in compliance with volunteer forms and Protecting God's Children Workshop.
 - Any Family Member 18 and Older in the Home during class time must be in compliance with volunteer forms and Protecting God's Children Workshop.
 - If I cancel any classes or change dates (or times) I must clear them with the FFF staff before changes are made.
 - I will record attendance at each class on the attendance card and email the FFF office immediately after the class the name(s) of any student who was absent.
 - If a student does not show up for a class, I need to call their parents immediately for the safety of the student. (They could have been dropped off at wrong house or skipped class).

Field Trips

- Needs to be pre-approved by FFF Staff before offering a field trip to your students.
- We need to have a signed parental permission slip from the FFF Office before they go on any field trip.
- Two adults (who have taken Protecting God's Children Workshop and are in compliance with Virtus) must accompany the students on a field trip.
- Drivers must be over 21 to drive and have Diocesan Insurance form filed in the FFF Office. Students cannot ride in the catechists' car (except your own child.)
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- ___ As a Catechist I recognize the importance of formation and training as part of my catechetical responsibilities. I will try to attend in-service educational and formation sessions whenever possible. I understand that I am expected to have at least 5 hours of training/formation each year and will record the sessions I attend on the "Catechist Formation Record" sheet to be returned to the FFF Office by the last class.

I have read and I agree to live up to the terms of this covenant.

Name of Catechist (please print) _____ Grade _____

Catechist's Signature _____ Date _____

Code of Conduct

Adults who work with young people or vulnerable adults through the Diocese of Buffalo or any of its parishes or schools have the legal, moral, and religious responsibility to perform their duties in a way that educates and assists – and does not harm -- the young people and vulnerable adults with whom they work. In keeping with that obligation, the Diocese of Buffalo has established the following Code of Conduct for all who minister to young people or vulnerable adults in the parishes of the Diocese, teach young people in the schools of the Diocese, coach young people on sports teams connected with the Diocese or any of its parishes or schools, or in any other way work with young people or vulnerable adults through the Diocese of Buffalo. For purposes of this policy, the term “young people” or “young person” means anyone under the age of 18, and the term “vulnerable adult” means a person who is impaired by reason of mental illness, mental deficiency, physical illness, or disability to the extent that he or she lacks sufficient understanding or capacity to make or communicate responsible decisions concerning his or her person or to manage his or her affairs effectively.

As one of the priests and religious, teachers and coaches, employees and /or volunteers, who work with children and young adults in or through the Diocese of Buffalo, I solemnly pledge that:

- 1) I will to the best of my ability, perform my work in a manner consistent with the mission of the Catholic Church and the Diocese of Buffalo;
- 2) I will always remember that I am not a peer of the young people with whom I work and I will perform my duties accordingly;
- 3) I will maintain appropriate physical and emotional boundaries from the young people and vulnerable adults with whom I work;
- 4) I will avoid situations where I am alone with a young person at Church activities;
- 5) I will refrain from any and all physical conduct, conversations and other communications with young people or vulnerable adults that have a sexual purpose or result;
- 6) I will not touch a young person and/or vulnerable adult in a sexual or other inappropriate manner;
- 7) If I learn of an allegation of abuse or if I suspect abuse, I will report that allegation or suspicion to the Victim Assistance Coordinator (716-895-3010) and to the appropriate district attorney’s office;
- 8) I will cooperate fully in any investigation of abuse of young people and/or vulnerable adults;
- 9) I will treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration;
- 10) I will use positive reinforcement rather than criticism, competition, or comparison when working with young people and/or vulnerable adults;
- 11) I will neither accept expensive gifts from young people and/or vulnerable adults nor give expensive gifts to them without prior written approval from the parents or guardians and from the pastor or administrator;
- 12) I will not smoke or use tobacco products in the presence of young people;
- 13) I will not use, possess, or be under the influence of alcohol while working with young people;
- 14) I will not use, possess, or be under the influence of illegal drugs at any time;
- 15) I will not pose any health risk to young people and/or vulnerable adults (i.e., no fevers or other contagious situations);
- 16) I will not strike, spank, shake, or slap young people and/or vulnerable adults;
- 17) I will not humiliate, ridicule, threaten, or degrade young people and/or vulnerable adults;
- 18) I will not use any discipline that frightens or humiliates young people and/or vulnerable adults;
- 19) I will not use profanity in the presence of young people and/or vulnerable adults;
- 20) I will not acquire, possess, or distribute a pornographic image of a young person, nor will I show a pornographic image of an adult to a young person.

I understand that this code is to be applied fairly and equitably on a case by case basis.

I understand that whenever I am working with children and/or youth, as a volunteer or employee, I am subject to a thorough background check including criminal history.

I further understand that this criminal background check will be conducted prior to beginning my employment/assignment and thereafter at such times and frequencies as determined by the agency, department, and/or organization by which I am employed and/or to which I am assigned.

I understand that criminal background and character reference information may be requested from public and private sources.

I understand that any action inconsistent with this Code of Conduct, or actions inconsistent with Diocesan policies for the protection of children and young adults, or failure to take action mandated by this Code of Conduct may result in removal from my position.

I also understand that this code of conduct does not abrogate or replace any other obligations that I have under any applicable law, guideline, policy or regulation.

I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference, or insurance company contacted by the Diocese of Buffalo or its agent to furnish the information described herein. I hereby release the employer and agents and all persons, agencies, and entities providing information or reports about me from any liability arising out of the requests for or release of any of the information or reports herein.

Printed Name

Signature

Date