

Saint Anastasia Church
in the
Archdiocese of Newark

PGC CERTIFICATION

- 1** Go to our website: www.saintanastasia.org and click on the Safe Environment logo on the home page
- 2** Download the reading materials and the following forms
 - a** Principles of Ministerial Conduct: Code of Ethics and Appendix B. Fill in and sign the Acknowledgement of Compliance on the bottom half of Appendix B.
 - b** Volunteer Application: This is 4 pages which will contain your email address (which is essential). The last page contains 10 Declarations – please initial each one. Then sign and date
- 3** You will be asked to do your own background check and will receive an email from Verified Volunteers with instructions. If you have lived in New York State in the last 7 years, please let Sister Adrienne know.
- 4** Attend 3 hour session of Protecting God’s Children Workshop

**PGC Certification = completion of all of the above forms
and workshop attendance**

I. Principles of Ministerial Conduct: Code of Ethics

Relationships among people are a foundation of Christian ministry and are central to Catholic life. Defining healthy and safe relationships is not meant, in any way, to undermine the strength and importance of personal contact or the ministerial role. Rather, it is to assist all who fulfill the many roles that create the living Church to demonstrate their love and compassion for children and adults in the most sincere and genuine relationships.

It is with the intention that relationships in ministry be experienced at all times as charitable and without intention to do harm or allow harm to occur, that the following Code of Ethics has been adopted by the Archdiocese of Newark. All Church personnel are asked to carefully consider each standard in the Code and within the Policies on Professional and Ministerial Conduct before agreeing to adhere to the standards and continue in service to the Archdiocese.

- Church personnel shall exhibit the highest Christian ethical standards and personal integrity.
- Church personnel shall conduct themselves in a manner that is consistent with the discipline, norms and teachings of the Catholic Church.
- Church personnel shall not take advantage of a counseling, supervisory and/or authoritative relationship for their own benefit.
- Church personnel shall not abuse or neglect a minor.
- Church personnel shall share concerns about suspicious or inappropriate behavior with their supervisor or superiors.
- Church personnel shall adhere to the requirements of the law of the State of New Jersey and the Memorandum of Understanding, described in Section VI.D. of this Policy, regarding the reporting of any suspected abuse of a minor.
- Church personnel shall accept their personal responsibility in the protection of minors and adults from all forms of abuse.

All Church personnel are required to read and sign the agreement to abide by these policies and the Archdiocesan Code of Ethics (see Appendix B).



Appendix B.

Archdiocesan Code of Ethics

Church personnel shall exhibit the highest Christian ethical standards and personal integrity.

Church personnel shall conduct themselves in a manner that is consistent with the discipline, norms and teachings of the Catholic Church.

Church personnel shall not take advantage of a counseling, supervisory and/or authoritative relationship for their own benefit.

Church personnel shall not abuse or neglect a minor.

Church personnel shall share concerns about suspicious or inappropriate behavior with their supervisor, superior, or the Director of the Office of Child & Youth Protection.

Church personnel shall adhere to the requirements of the law of the State of New Jersey and the Memorandum of Understanding, described in Section VI.D. of the Policies on Professional and Ministerial Conduct, regarding the reporting of any suspected abuse of a minor.

Church personnel shall accept their personal responsibility in the protection of minors from all forms of abuse.

Acknowledgment of Compliance with The Policies on Professional and Ministerial Conduct, including the Archdiocesan code of Ethics

My signature below indicates that I have received a copy of the Policies on Professional and Ministerial Conduct adopted by the Archdiocese of Newark; and that I have read and understand those Policies, including the Archdiocesan Code of Ethics, and agree to abide by all of the Policies and the Code of Ethics.

PLEASE PRINT

Date _____

Name _____

Position _____

Signature _____

Name of Parish, School, or Other _____

City _____

Daytime Phone _____

(Version 1/12)

VOLUNTEER APPLICATION

PLEASE PRINT CLEARLY

Parish/School Name: _____ Location: _____

(Check one) Miss _____ Ms. _____ Mr. _____	Today's Date: _____
First Name: _____ Middle: _____ Last Name: _____	
Home Street Address: _____	
City: _____	State: _____ Zip code: _____
Home Phone: () _____	Date of Birth: (for background check) _____
Work Phone: () _____	Volunteer position for which you are applying: _____
Cellular Phone: () _____	E-Mail Address: _____
Are you currently employed? Yes ___ (If yes, please complete information below) No ___	
Employer: _____	Address: _____
Describe Job Duties: _____	
EMERGENCY INFORMATION:	
Name: _____	Relationship: _____
Home Phone: () _____	Cell Phone _____
Work Phone: () _____	
Please check if applicable: <input type="checkbox"/> You are a member of the clergy seeking service in the Archdiocese <input type="checkbox"/> You are a deacon candidate <input type="checkbox"/> You are a seminarian	
Please indicate if you are: <input type="checkbox"/> A current employee or volunteer for this parish or school What position _____	
Please specify your parish/school. If not a member of a parish, or associated with a school, please leave blank: _____	
Parish/School _____	City _____
How long have you been associated with this parish/school? _____	

EDUCATION:

Name of High School	High School Graduate (check)	Yes ___	No ___
Name of College:	College Graduate: (check)	Yes ___	No ___
Name of Graduate School:	Graduate School Graduate (check)	Yes ___	No ___
Specialized Education or Training (Please list):			

PERSONAL REFERENCES:

Name:	Relationship:	Phone:
Name:	Relationship:	Phone:

VOLUNTEER HISTORY:

Volunteer history should include 5 of your most recent activities. If you are still participating in a volunteer program, then indicate "to" date as current.

_____ *Check here if you have no volunteer history.*

Dates (mm/yyyy) (Start with most recent)	Organization City, State, Zip	Contact	Contact Phone Number	Position/Duties
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				

Please explain your interest in volunteering:

Is there a particular type of assignment or volunteer duty you would prefer?

Please list special skills, training and languages:

Have you attended the Protecting God's Children training? Yes _____ No _____

If yes: When _____

Where _____

Please attach a copy of your Protecting God's Children Certificate

Have you ever pled guilty to or been convicted of a crime? If yes, please give the date of the plea/conviction, the location (i.e. jurisdiction) and state the nature of the crime.

Are there any criminal charges currently pending against you? If yes, please explain.

Have your driving privileges been revoked in any state? If yes, please explain.

FOR OFFICE USE ONLY

Does this position involve working with or around minors? Yes _____ No _____

DECLARATIONS

We appreciate your willingness to share your faith, gifts and skills. Providing safe and secure programs for our members is of utmost importance to us. The information gathered in this application is designed to help us provide the highest quality Catholic programs for the people of our community.

Please read and initial each of the statements below:

_____ I declare that my volunteer application is complete, that all statements are true, and agree that false statements and/or omissions, including those regarding past conduct and/or present situations may be grounds for denial of my application to provide volunteer services or dismissal from my volunteer involvement.

_____ I hereby authorize you to conduct a personal and professional reference check for the purposes of my application. You may, among other things, contact any references, church, youth organizations, agencies where volunteer service has been completed, and any individual or organization which might have information relevant to my desired position, including a consumer credit reporting agency (if my position entails handling money). I hereby release any person contacted from any and all liability for damages regarding statements given to you about me.

_____ I also hereby give you permission to conduct a background check, including but not limited to, a criminal arrest records check, abuse registry check, and driving record check for the purposes of my volunteer services. I agree to cooperate as necessary with the background screening process. **See separate Notice attached regarding Credit Reporting Agency check.**

_____ I understand and agree that information may be obtained from sources that I provided in the application and that this information need not be revealed to me.

_____ I agree to observe all of the guidelines and policies relevant to the program for which I am applying, including, but not limited to, the Archdiocesan Policies on Professional and Ministerial Conduct and the Harassment and Sexual Harassment Policy.

_____ I understand that you have a ZERO TOLERANCE for abuse of minors and vulnerable adults and take all allegations of abuse seriously. I further understand that you cooperate fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.

_____ I understand that I can withdraw from the application process at any time and that my acceptance as a volunteer gives me no rights to continued participation in any program as a volunteer or otherwise.

_____ If at any time my volunteer activities involve driving my vehicle, I agree that I have applicable state motor vehicle insurance for my vehicle and that I am currently permitted to drive my vehicle under the laws of the State of New Jersey. I further agree to abide by all applicable state motor vehicle laws.

_____ My signature indicates that I have read, understand and agree to all of the above.

Do not sign until you have read and initialed the above and attached statements.

Applicant Signature _____ Date: _____ / _____ / _____

Date of Birth: _____ Social Security Number: _____

I have reviewed this application and have noted any missing information

Screening Staff Member Signature: _____ Date: _____ / _____ / _____