

**VOLUNTEER APPLICATION  
CATHOLIC DIOCESE OF WILMINGTON**

Date: \_\_\_\_\_

Last name: \_\_\_\_\_ First Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Have you ever volunteered with us before?

Yes      No

If yes, month/year \_\_\_\_\_ Location: \_\_\_\_\_

Hours available to volunteer: \_\_\_\_\_ When are you available to begin? \_\_\_\_\_

List training and/or skills which qualify you for the position:

Previous Volunteer Experience (please list organization and duties):

Do you speak any languages other than English? \_\_\_\_\_ If yes, which ones? \_\_\_\_\_

**Complete only if volunteer work requires use of a vehicle:**

Driver's License # \_\_\_\_\_ State Issuing: \_\_\_\_\_

## REFERENCES

Please provide two professional or personal references.

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone# \_\_\_\_\_ Email address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone# \_\_\_\_\_ Email address: \_\_\_\_\_

I declare that the statements in this application or information provided is true and complete, and hereby acknowledge that I have read and understand the information above. I give my permission to contact references listed herein.

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



**CATHOLIC CHARITIES**  
Diocese of Wilmington

## **CONFIDENTIALITY AND SECURITY AGREEMENT**

As an employee, volunteer, contracted provider, or temporary employee of the Catholic Diocese of Wilmington, you may have access to confidential information including client, financial, or business information obtained through your association with the Catholic Diocese of Wilmington. The purpose of this Agreement is to help you understand your personal obligation regarding confidential information.

Confidential information is valuable and sensitive and is protected by law and by strict policies. The Health Insurance Portability and Accountability Act of 1996 (HIPAA), requires protection of confidential information contained within our information system. Inappropriate disclosure of client data may result in civil and criminal penalties.

Accordingly, as a condition of and in consideration of my access to confidential information, I promise the following:

1. I will not access confidential information for which I have no legitimate need to know and for which I am not an authorized user.
2. I will not in any way divulge, copy, release, sell, loan, review, alter, or destroy any confidential information unless expressly permitted by existing policy except as properly approved by an authorized supervisor within the scope of my responsibilities.
3. I will not utilize another user's password without that person's permission in order to access any system. I will not reveal my computer access code to anyone unless a confirmed request for access to my password has been made by my supervisor and I am able to confirm the legitimacy of the request and the users.
4. If I observe or have knowledge of unauthorized access or divulgence of confidential information, I will report it immediately to my supervisor.
5. I will not seek personal benefit or permit others to benefit personally by any confidential information that I may have access to or what I access as an unauthorized user.
6. I will respect the ownership of proprietary software and not operate any non-licensed software on any computer.

7. I understand that all information, regardless of the media on which it is stored (paper, computer, videos, records, etc.), the system which processes it (computers, voice mail, telephone systems, faxes, etc.), or the methods by which it is moved (electronic mail, face to face conversation, facsimiles, etc.) is the property of the Diocese of Wilmington and shall not be used inappropriately or for personal gain. I understand that all electronic communication shall be monitored and subject to internal and external audit.
8. I understand that my failure to comply with this Agreement may result in ending my volunteer assignment immediately.

**By signing this agreement, I acknowledge that the Diocese of Wilmington has an active on- going program to review records and transactions for inappropriate access and I understand that inappropriate access or disclosure of information will result in my volunteer assignment ending immediately.**

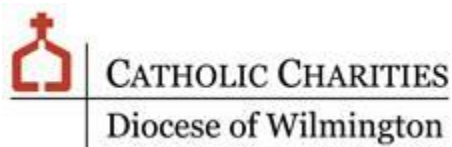
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Signature

Date

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Printed Name



## **Volunteer Covenant For The Sake of God's Children**

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow these Behavioral Standards as a condition of my providing services to the children and youth of the Diocese of Wilmington.

### **As a volunteer, I will:**

1. Conduct myself in a manner that exhibits the highest Christian ethical Standards including developing and maintaining the level of skill required to be a competent volunteer.
2. Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
3. Be knowledgeable of and adhere to the all applicable aspects of the Safe Environment manual.
4. Avoid situations where I am alone with children and/or youth while volunteering, always following the two adult rule.
5. Use positive reinforcement and communication rather than criticism, unhealthy competition, or comparison when working with children and/or youth.
6. Honor the equality of all people, avoiding all forms of discrimination and respecting the dignity of each person without regard to economic status, age, gender, race, ethnicity, religion, sexual orientation, or physical or mental abilities.
7. Be responsible/accountable for stewardship of all resources entrusted to my care.
8. Exercise prudent judgment in the giving or accepting of gifts or benefits.
9. Report suspected abuse to the pastor, administrator, or appropriate supervisor and the local Child Protection Services agency, I understand that failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor.
10. Cooperate fully in any investigation of abuse of children and/or youth.
11. Become thoroughly familiar with the objectives and guidelines of the program and strive to achieve these objectives and communicate them to youth and parents.
12. Uphold the authority of those responsible for the program or activity (DYM, DRE, Principal, Parish Staff, Officials, etc.) and assist them in every way to encourage learning and to conduct fair and

impartial events.

13. Carefully follow the Diocesan guidelines for chaperones which provide for the safety and supervision of those entrusted to my care.
14. Avoid any form of over familiarity, inappropriate language, or any situation and conduct which exploits another.
15. Follow practices that consistently exhibit no tolerance for any form of abusive behavior.
16. Follow practices which demonstrate appropriate affection between all Church Personnel and minors which is important for a child's development and a positive part of Church life and ministry. The following forms of affection are regarded as appropriate examples:
  - a. Side Hugs
  - b. Hand-shakes
  - c. Verbal praise
  - d. Arms around shoulders
  - e. Kneeling or bending down for hugs with small children
  - f. Holding hands while walking with small children
  - g. Touching hands, faces, shoulders, and arms of minors
  - h. Should to shoulder or "temple hugs"
  - i. "High-fives" and hand slapping
  - j. Hold hands during prayers
  - k. Sitting beside small children
17. Be aware of and clearly understand the Behavioral Standards for Volunteers and act in accord with them.
18. Be aware of and adhere to emergency plans and evacuation routes appropriate to the Program.

**As a volunteer, I will not:**

1. Smoke or use tobacco products in the presence of children and/or youth.
2. Use, possess, or be under the influence of alcohol at any time while volunteering
3. Use, possess, or be under the influence of illegal drugs at any time.
4. Pose any known health risk to children and /or youth (i.e., no fevers or other contagious situations).
5. Use physical discipline in any way for behavior management of minors. No form of physical discipline is acceptable. This includes spanking, slapping, pinching, shaking, hitting or any other physical force as retaliation or correction for inappropriate behavior of a minor.

6. Humiliate, ridicule, threaten, or degrade children and/or youth nor tolerate them in the environment for which I am responsible.
7. Touch a child and/or youth in a sexual or other inappropriate manner.
8. Use any discipline that humiliates or demeans children and /or youth.
9. Use profanity in the presence of children and/or youth.
10. Some forms of physical affection have been used by adults to initiate inappropriate contact with minors. In order to maintain the safest possible environment for minors, the following are examples of affection that are inappropriate and are not to be used:
  - a. Inappropriate or lengthy embraces
  - b. Sleeping in bed with a child
  - c. Tickling minors
  - d. Touching bottoms, chests or genital areas
  - e. Any type of massage given by a minor to an adult
  - f. Any type of massage given by an adult to a minor
  - g. Holding minors over two years old on the lap
  - h. Compliments that relate to physique of body development
  - i. Showing affection in isolated areas of the facility such as bedrooms, closets, staff only areas and other private rooms
  - j. Kisses on the mouth
  - k. Wrestling with minors
  - l. Piggyback rides
  - m. Touching knees or legs of minors
  - n. Any form of unwanted affection
11. Post or access to pornography or other offensive legal or illegal material. If child pornography is discovered I realize the Diocese is obligated under the law to report this.
12. Communicate with minors via telephone, cell phone, text messaging, email, social networks or other electronic means without written permission of a parent or guardian.
13. Share/post pictures or videos of minors; or share email, telephone numbers, or other contact information with other minors or adults who are part of the class, group or organization without written permission of a parent/guardian.
14. Access/operate devices capable of capturing, transmitting, or storing images/recordings in restrooms, dressing rooms, sleeping areas where there is a reasonable expectation of privacy.
15. Consider typed conversations that take place via electronic means (emails, social networking sites, text messages, etc.) to be private, because the internet is, by its very nature, public.

I understand that as a volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with these Behavioral Standards for Volunteers or failure to take action mandated by these Standards may result in my removal as a volunteer with children and /or youth in the Diocese of Wilmington.

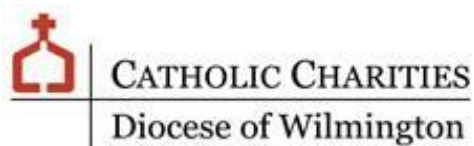
Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

**RFVI FO 5/19/20**





## **CATHOLIC CHARITIES STATEMENT ON CULTURAL COMPETENCE**

Cultural competence refers to the degree in which an organization tailors its system of service delivery to the ethnic, racial, cultural and religious diversity in its service population. It is sometimes referred to as "cultural sensitivity."

Our treatment philosophy states that practice is based on one or more theories of personality and human development within the context of family, work, culture, and the environment. A culturally competent practitioner is one who goes through a development process of shifting from using his or her own culture as the one benchmark for measuring all behaviors.

In social work practice, the perspective of person-in-situation is central to the treatment process. It necessitates skill in working from strengths and solution-focused perspective and putting the client's narrative, meaning system, situation, and construction of life events (in other words, culture) in the forefront. This yields an understanding of the client vital to culturally competent practice.

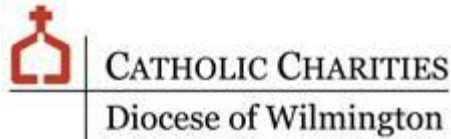
### **Expectations**

In recognition of the importance of providing culturally competent service, we expect all employees of Catholic Charities to:

1. Treat people of different cultures with respect and non-judgmental attitude.
2. Understand the role of culture in shaping the behavior of clients and fellow employees and volunteers.
3. Be well grounded in one's own culture and spirituality.
4. Be aware of any attitudes or biases harbored that could potentially create problems in working with people of other cultures.
5. Approach recognized deficiencies in cultural competence with humility and a willingness to learn.

I hereby certify that I have reviewed the above Statement of Cultural Competence of Catholic Charities and have a clear understanding of the expectations of providing culturally competent services.

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



## **Catholic Diocese of Wilmington Catholic Charities Policy Regarding Abortion**

From time to time, individual staff members have been quizzed by callers or clients about our "abortion policy". Please observe the following:

- Catholic Charities is to offer no assistance whether of an informational or referral nature, with regard to abortion. Clients who ask our advice on abortion as an alternative should be told that such is not an alternative, which we either approve, or recommend, or can assist in any way.
- The denial of service to facilitate abortion does NOT mean that we deny our other services to that client, either before or after an abortion, should one take place. Moreover, the fact of an abortion itself may well necessitate an intensification of our counseling services to the client in order to assist in dealing with the impact of feelings or confusion or values that may either have played into or resulted from undergoing an abortion.
- All staff, whether social services or support staff, must take great pains to maintain this non-cooperating stance with respect to abortion whenever they are acting in an agency capacity or whenever they may be perceived to be representative of the agency.

### **ACKNOWLEDGEMENT**

- I have a clear understanding of Catholic Charities' position on abortion and handling request for abortion services.
- I fully understand that it is unethical and a breach of professional and agency standards to discuss or disclose, outside of the agency or specifically approved professional setting, any information and materials pertaining to Catholic Charities' clients.

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