



## **VOLUNTEERING IN OUR LADY OF PERPETUAL HELP (OLPH) FAITH COMMUNITY**

### **1. THE VISION/MISSION**

Our Lady of Perpetual Help (OLPH) Church exists to continue the mission of Jesus Christ for the greater glory of God. As a parish, we strive to live up to our mission statement, which is “Glorify God and Love One Another with Our Words and Actions”. We do that by:

- striving to be a community filled with resurrection joy,
- journeying together to the Father,
- living and sharing the “Good News” of salvation,
- while always responsive to the needs of the poor and less fortunate.

As a parish we commit ourselves to reach out to all in order to encourage greater community involvement.

### **2. MINISTRY**

We view ministry as service within the parish family and to the community at large. Through Baptism all receive a share in the mission of the Church. Therefore, the call to service is part of Christian discipleship inherent in our baptismal commitment. Each believer possesses different gifts, but each gift is to be aimed at our common goal - building up the body of Christ.

### **3. VOLUNTEERS**

Our parish is blessed by the excellent spirit and generosity of those parishioners who volunteer in different ministries in the parish. We are indeed grateful for the contributions made by so many as they live out their life of faith in the service of others. Our volunteers recognize the value of sharing their time and talents. They find their volunteer work in ministry to be a source of joy and strength for themselves and their families when they see their efforts strengthen the body of Christ in our community.

### **4. HEARING THE CALL**

As the parish grows and the complexity of life increases for individuals and families, we are challenged to meet the present needs of the faithful and to plan for the future needs of the parish.



### What can you do to help?

- Recognize your baptismal commitment to accept greater responsibility in providing service in the context of your faith.
- Make an effort to learn about the full range of ministries in our parish by talking with members of the parish staff or those already involved in ministry.

## 5. RESPONDING TO THE CALL

When you indicate your interest to serve, you can commence a process which will require the following steps:

- The **Application Form** invites parishioners to express their desire to serve, indicating the ministries that interest them and stating the talents and experience they would like to share with the parish community.
- Familiarize yourself with the **Code of Conducts** and signing of the **Confidentially Agreement**.

## 6. DUTY OF CARE

In extending this invitation to volunteer in the ministries and programs of the parish, we want to emphasize that all ministries will have Guidelines which seek to integrate good organizational practices with Gospel values, keeping in mind the gifts and needs of the individual and the common good of the parish community. All aspects of our ministries and programs include an inherent respect for persons, justice, integrity, the efficient use of resources, and the successful accomplishment of mission and goals.

Our guidelines also seek to ensure the safety of our volunteers and to protect those they serve, the parishioners and their families. To that end, the Code of Volunteer Conduct to which volunteers consent is specifically established

- to safeguard those to whom we minister, especially the vulnerable,
- to ensure the integrity, safety, and reputation of our volunteers, and
- to fulfill our obligations to the faith community in an effective and efficient manner.

We are confident that such guidelines will provide you with a satisfying ministry experience as we work together in furthering the mission of the Church. We hope you will share your time and ability with other dedicated, self-giving and generous parishioners who desire to make OLPH a vibrant, worshiping community where families can live out their baptismal commitment sharing the "Good News" of salvation.



## Code of Conduct for Volunteers at OLPH

### 1). *Preamble*

We, the community of Our Lady of Perpetual Help (OLPH), embrace and model the teachings of Jesus Christ. Together in a Catholic environment, we encourage and nurture each other as unique gifts of God within an atmosphere of love, respect and trust.

### 2). *Volunteer Standards*

This *Code of Conduct* provides a set of standards for conduct in certain situations.

#### a) **Confidentiality**

##### Statement of Principle

*Information disclosed to a Volunteer during the course of their activities shall be held in the strictest confidence possible except for compelling reasons or as required by law.*

##### Commentary

- i) Volunteer, ministry, user, and parish lists containing names, telephone numbers, sacramental records and other similar information are to be used for parish purposes only and shall not be used or disseminated for any other purpose.
- ii) If there is clear and imminent danger to the client or to others, the volunteer may disclose only the information necessary to protect the parties affected and to prevent harm.
- iii) Consultation with the Pastor or other appropriate church supervisory personnel is required before disclosure. Compliance with civil law requirements is expected.

#### b) **Conduct With Children and Youth**

##### Statement of Principle

*Volunteers working with children and youth shall maintain an open and trustworthy relationship with them.*

##### Commentary

- i) Volunteers must be aware of their own and others' vulnerability when working alone with children and youth. Use of a team approach to managing youth activities is recommended.
- ii) Physical contact with children and youth can be misconstrued and should occur (a) only when completely nonsexual and otherwise appropriate, and (b) never in private.



- iii) Volunteers will refrain from (a) the illegal possession and/or illegal use of drugs and/or alcohol at all times, and (b) the use of alcohol when working with children and youth.
- iv) Volunteers should not provide shared, private, or overnight accommodation for individual children or youth.
- v) In rare, emergency situations, when accommodation is necessary for the health and well-being of the child or youth, the volunteer should take extraordinary care to protect all parties from the appearance of impropriety and from all risk of harm. In such cases, the director of the program or pastor must be contacted.

### **c) Sexual Conduct**

#### Statement of Principle

*Volunteers must not, for sexual gain or intimacy, exploit the trust placed in them by the faith community.*

#### Commentary

- i) Volunteers must avoid developing inappropriate intimate relationships with minors, other volunteers, or parishioners.
- ii) Allegations of sexual misconduct should be taken seriously and must be reported to the appropriate person in the parish, or diocese, and to civil authorities.
- iii) Sexual misconduct includes sexual advances or inappropriate touching, sexual comments or sexual jokes, and requests for sexual favours.

### **d) Harassment**

#### Statement of Principle

*Volunteers must not engage in physical, psychological, written, electronic or verbal harassment of staff, volunteers, or parishioners and must not tolerate such harassment by other church staff or volunteers.*

#### Commentary

- i) Volunteers shall provide a professional work environment that is free from physical, psychological, written, electronic or verbal intimidation or harassment.
- ii) Harassment encompasses a broad range of physical, written or verbal behaviour, including the following:
  - (1) Physical or mental abuse,
  - (2) Racial insults,
  - (3) Derogatory ethnic slurs, and
  - (4) Display of offensive materials.



- iii) Harassment can be a single severe incident or a persistent pattern of behaviour where the purpose or the effect is to create a hostile, offensive, or intimidating environment.

#### **e) Conflicts of Interest**

##### Statement of Principle

*Volunteers should avoid situations that might present a conflict of interest or the appearance of a conflict of interest.*

##### Commentary

- i) Volunteers should not take advantage of anyone to whom they are providing services in order to further their personal, religious, political, or business interests.
- ii) Volunteers should disclose all relevant factors that potentially could create a conflict of interest.

#### **f) Respect**

##### Statement of Principle

*Volunteers shall treat clergy, staff, and other volunteers justly in the day-to-day operations of their ministries.*

##### Commentary

- i) Volunteers shall reflect Catholic social teachings and this *Code of Volunteer Conduct*.
- ii) No volunteer shall use his or her position to exercise unreasonable or inappropriate power and authority.
- iii) Each volunteer providing service must read and agree to abide by the *Code of Volunteer Conduct* before beginning to volunteer.

### **3). Responsibility**

Volunteers represent the parish as a volunteer while acting within their ministry position and must not act outside the boundaries set for their ministry positions.

Each volunteer is responsible for adherence to the *Code of Conduct*. Volunteers who disregard the *Code of Conduct* will be subject to corrective action. This corrective action may take various forms, from a verbal warning to removal from the ministry, depending on the specific nature and circumstances of the offence and the extent of any harm.



#### **4) Criminal Record**

Persons with any criminal records in Canada wanting to volunteer at the parish must disclose to the pastor, details of their convicted criminal offences and to obtain his approval before starting any volunteering position. Serving volunteers with new offenses should immediately report any criminal offences being laid on them and the nature of such to the pastor, or in his absence, the designated person in charge of parish matters, to allow a proper assessment of potential conflict in their parish positions. On the conclusion of any legal proceedings, a police certificate must be produced by the subject individual to confirm the offence(s), if any, as part of the parish reporting procedure.

**5) Volunteer's Acknowledgement**

I \_\_\_\_\_, \_\_\_\_\_ of \_\_\_\_\_  
*(name) (Position) (Group)*

have read and fully understand the OLPH Volunteering Guidelines. I agree to abide to the Standard and Code of Conduct outlined in this Guidelines or as amended from time to time as posted in the OLPH Website.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness