



VOLUNTEER CODE OF CONDUCT

Children, youth, and vulnerable adults are important gifts entrusted to us by God. I recognize my first obligation is to give a good example of charity, kindness, and integrity to those I serve. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to children, youth, or vulnerable adults.

Volunteers shall

- Understand that the only appropriate relationship as a volunteer is that of adult volunteer minister, not friend or peer to a child, youth, or vulnerable adult.
- Establish and maintain safe environments by preserving appropriate boundaries with children, youth, and vulnerable adults.
- Witness in all relationships the chastity appropriate to one's state in life, whether ordained or lay, married or single.
- Treat each person with respect, charity, patience, courtesy, dignity, and consideration.
- Immediately report any suspected abuse to the **staff person** in charge (immediate supervisor).
- Cooperate in any investigation of suspected abuse of children, youth, or vulnerable adults.
- Be familiar with pertinent safety policies and follow them.
- Participate in appropriate training as required by supervisor.
- Work in pairs or as part of a team when working with children, youth, and vulnerable adults.
- Utilize a "Buddy System" with children, youth, or vulnerable adults so that children, youth, and vulnerable adults are not alone with adult volunteers at school or parish activities.
- Maintain sleeping quarters for adults separate from children/youth/vulnerable adults except when using dormitory style accommodations as a group. (Never share a bed with a child, youth, or vulnerable adult.)
- Use a "one to many" for electronic communications: that is, use broadcast/group distribution for electronic communications with children, youth, or vulnerable adults. Do not use one-on-one personal electronic communication. (When responding to a personal message, copy your response to your immediate supervisor.)
- Meet with children, youth, or vulnerable adults in public places or on church/school property.
- Use the Internet as a resource for programs, but do not access, download, or share obscene or inappropriate material, chain letters, jokes, etc. with children, youth, or vulnerable adults.
- Gifts **given** by volunteers to children, youth, or vulnerable adults should be "tokens," not expensive or inappropriate.
- Gifts **received** by volunteers from children, youth, or vulnerable adults should be tokens, not expensive or inappropriate. Gifts may only be received with validated approval of pastor, principal, or pastoral administrator.
- Use of positive reinforcement with children, youth, and vulnerable adults rather than criticism, competition, or comparison.
- Employ appropriate conduct, speech, and dress.

Volunteers shall not

- Use, possess, or be under the influence of alcohol and/or illegal drugs while responsible for children, youth, or vulnerable adults at any church/school activity or event.
- Smoke or use tobacco products in the presence of children or youth.
- Engage in sexual harassment of a child, youth, or vulnerable adult.
- Strike, spank, shake, or slap a child, youth, or vulnerable adult.
- Humiliate, ridicule, or degrade a child, youth, or vulnerable adult.
- Touch a child, youth, or vulnerable adult in a sexual manner.
- Expose a child, youth, or vulnerable adult to pornographic or obscene material in any format.
- Use profanity in the presence of a child, youth, or vulnerable adult.
- Use any form of discipline that humiliates a child, youth, or vulnerable adult.
- Host in your home children, youth, or vulnerable adults whom they have met through their volunteer activities singly or in groups.

Name

Ministry Area

Signature

Date

Home Phone No: _____

Cell Phone No: _____

E-Mail Address: _____