



# Diocese of Kansas City ~ St. Joseph

## Commitment to Ethics and Integrity in Ministry

I promise to follow faithfully the rules and guidelines in the *Diocese of Kansas City- St. Joseph Policy on Ethics and Integrity in Ministry (EIM)*.

I understand that I may be removed from my employment or volunteer position if I don't follow this code.

I further understand that I may be required to participate in education and training provided by the school or parish I attend.

**Printed Name of Cleric/Employee/Volunteer** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone Number(s)** \_\_\_\_\_

**Signature of Cleric/Employee/Volunteer**

\_\_\_\_\_ **Date** \_\_\_\_\_

This signed Commitment to Ethics and Integrity in Ministry Form shall be kept in employee personnel files at the agency/parish/school or in a general volunteer file at the agency/parish/school.

Please return this completed form to the Safe Environment Coordinator (SEC) at the location where you are an employee or volunteer.



# Diocese of Kansas City ~ St. Joseph

## Code of Ethical Conduct for Minors Volunteering or Working with Younger Children

You are about to begin what could be a lifelong commitment to working or volunteering for the Catholic Church. It is a privilege to help carry on the mission of Jesus Christ, one that no one takes lightly. It is important you follow certain rules and guidelines, both for your protection and for the protection of those to whom you minister. The church takes the issue of misconduct very seriously. Certainly any instance of your misconduct will be evaluated carefully, and you are urged to report any instances of misconduct that you see to the adult in charge.

### General Conduct for Volunteers or Workers Who Are Minors

**Conduct that is permissible** – the following forms of affection are customarily regarded as appropriate:

- verbal praise
- handshakes
- high-fives or knuckle bumps
- pats on the shoulder or back
- side hugs
- holding hands while walking with small children
- sitting beside small children
- kneeling or bending down for hugs with small children
- holding hands during prayer

**Conduct that is not permissible** – in order to maintain the safest possible environment for minors, the following are examples of affection that are **not** to be used:

- inappropriate or lengthy embraces
- kisses on the mouth
- holding children over four years old on the lap
- touching private areas of any child's body
- showing affection in isolated areas such as bedrooms, closets, staff-only areas or other private rooms
- wrestling with minors
- piggyback rides
- any type of massage
- any form of unwanted affection
- comments about a child's body or their development

The Diocese of Kansas City- St. Joseph is grateful for the service you provide. Whenever you have questions or whenever you are uncertain about what is required, ask the adults with whom you work.



# Diocese of Kansas City ~ St. Joseph

## Commitment to Ethical Conduct for Minors Volunteering or Working with Younger Children

I promise to follow faithfully the rules and guidelines in the *Diocese of Kansas City- St. Joseph Code of Ethical Conduct for Minors Volunteering or Working with Younger Children*.

I understand that I may be removed from my position of working with children if I don't follow this code.

I further understand that I may be required to participate in education and training provided by the school or parish I attend.

**Printed Name of Minor Volunteer or Worker** \_\_\_\_\_  
**Address** \_\_\_\_\_

**Telephone Number(s)** \_\_\_\_\_

**Signature of Minor Volunteer or Worker**

**Today's Date** \_\_\_\_\_ **Minor Volunteer/Worker's Date of Birth** \_\_\_\_\_

**(High School Students Only) Expected High School Graduation Month and Year** \_\_\_\_\_

We are the parents/legal guardians of \_\_\_\_\_ ("Minor"). We have received and support the *Diocese of Kansas City- St. Joseph Code of Ethical Conduct for Minors Volunteering or Working with Younger Children* and we have reviewed it with our child.

We understand that the Diocese has a responsibility to provide a safe environment for all of its young people and we know of nothing in our child's background that would make him/her unsuitable to work with minor age children.

**Printed Name of Parent/Legal Guardian**

**Signature of Parent/Legal Guardian**

**Date** \_\_\_\_\_

This signed Commitment to Ethical Conduct Form shall be kept in employee personnel files at the agency/ parish/school or in a general volunteer file at the agency/parish/school.

Please return this completed form to the Safe Environment Coordinator (SEC) at the location where you are an employee or volunteer.



# Diocese of Kansas City ~ St. Joseph

## Volunteer Application to work with Minors and or Vulnerable Adults

### Contact Information

Name	
Street Address	
City State Zip	
Home Phone	
Work or Cell Phone	
E-Mail Address	

### Name of Parish/School/Diocesan Office where you wish to volunteer:

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Name of Parish where you are currently registered:

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### Previous Volunteer Experience

Include experience working with children/youth in other organizations, and dates of service.

### References

Please list those at least two persons who are familiar with your character as it relates to working with youth. References may be checked.

Name and relationship to you:
Email:
Phone:
Name and relationship to you:
Email:
Phone:
Name and relationship to you:
Email:
Phone:

### Person to Notify in Case of Emergency

Name	
Contact Phone	

### Agreement and Signature

I understand that the information I have provided may be verified if necessary, by contacting persons or organizations named in this application or by contacting any person or organization that may have information concerning me. I hereby release and agree to hold harmless from liability any person or organization that provides information. I also agree to hold harmless the local parish, the Diocese of Kansas City-St. Joseph, and the officers, employees and volunteers thereof.

In signing this application, I affirm that the information I have given is true and correct.

Name (printed)	
Signature	
Date	

**Please return this completed form to the Safe Environment Coordinator (SEC) at the location you wish to volunteer.**

*The signed Volunteer Application Form shall be kept at the agency/parish/school where the volunteer service will take place.*