

Volunteer Re-Certification Requirements:

---It is now the Archdiocese policy to require all employees and volunteers to be Re-Certified with "Protecting God's Children" (PGC) every 3 years, either by

1) Attending a 2-3 hour in-person PGC re-training.

If you choose the In-Person, you need to know your VIRTUS Log-on info.-- User Name and Sign-In. (Don't sign up new again) Contact Marcie Alexander (Parish Safe Environment Coordinator at parishoffice@mtcimmaculate.org and your User name/Sign-In info. will be emailed to you.

2) Subscribing to the online monthly articles and taking an annual re-certification module--
usually every September.

If you choose on-line, let us know what email address you would like it sent to and you will be signed up to receive the monthly on-line articles. (Please note: If you do not read the monthly articles and get behind by more than a year – your account will be suspended.)

ALSO,

A criminal background check has to be done every 5-years.

So anyone who Volunteered before 2012 has to sign the updated forms that follow:

- A)** Acknowledgement of Compliance with the Archdiocesan Code of Conduct/Ethics form. (Yellow) You can review the Policies online at:
<http://www.rcan.org/sites/default/files/files/NewarkConductPolicy-12-04.pdf>.
- B)** **Updated** Declaration and Background Check release form (Blue).
You now have the option to run your own Background Check at *Verified Volunteers*. This allows you to utilize your report for other organization. The cost is \$20. Please contact Marcie Alexander at the Parish Office if interested and she will send you the link to Verified Volunteers website

God bless you for working with our most precious treasure... our children. Any questions, don't hesitate to contact me.

Marcie J. Alexander, Safe Environment Coordinator – Church of the Immaculate Conception, Montclair

973-744-5650 ext. 111/ parishoffice@mtcimmaculate.org



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)

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: _____ / _____ / _____

NOTICE REGARDING CREDIT REPORTING AGENCY CHECK

Please take notice that the position for which you are seeking to volunteer your services may involve a check, now or in the future, of your background by using the services of a Credit Reporting Agency. If so, you have rights under the Fair Credit Reporting Act.

_____ I authorize you to obtain such a report.
Initials

Today's Date: _____

If name changed (through marriage or otherwise) print former name here