

## CATHOLIC DIOCESE OF MEMPHIS VOLUNTEER POLICY

The mission of St. Michael Catholic Church is assisted by the active participation of volunteers in our parish and social ministries. For this reason St. Michael's accepts and encourages volunteers in programs and activities in the Parish. St. Michael encourages the creation of meaningful and productive roles for volunteers to serve and assist in the mission.

The following guidelines are for St. Michael Catholic Church and the Diocese of Memphis volunteers who serve in meaningful and productive roles to assist in the mission of the Church:

What is a Volunteer?

A "volunteer" is anyone who chooses to perform continuing volunteer services in the Parish or Diocese without compensation or expectation of compensation, (beyond reimbursement for pre-approved expenses) and, who performs a task at the direction of and on behalf of the institution. A

"volunteer" must be officially accepted and have completed a background check prior to beginning to volunteer. Volunteers who have frequent contact with children and young people must complete VIRTUS training.

The service of a volunteer is approved with the understanding that St. Michael Catholic Church (parish/institution) may at its sole discretion decide to end the volunteer relationship.

Volunteer Records

Volunteers are to complete an application and sign a Volunteer Code of Conduct to be kept on file at the volunteer location. Each volunteer will complete a Background Authorization form to be sent to Human Resources for completion. Volunteer applications and Background check information will be kept in a confidential manner.

Each location will provide St. Michael's Office Mgr. & Human Resources at the Diocese a list of active volunteers in August each year for verification of background checks and VIRTUS attendance.

Conflict of Interest

Volunteers who have a conflict of interest with any activity or program in the Parish will not be accepted or be allowed to continue to serve as a volunteer for St. Michael Catholic Church.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all appropriate or privileged information to which they are exposed while serving as volunteers, whether this information involves staff, volunteers, or other persons, or involves church business.