



SACRED HEART CHURCH

VOLUNTEER INFORMATION & REFERENCE FORM

Date of Registration			
Full Name (First, Last)		Gender	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
Home Phone Number		Cell Phone Number	
Email Address			

1. (a) Are you a registered member of Sacred Heart Parish? ☐ YES ☐ NO

(b) Please list your Parish(es) for the last 5 years (please note *Parish name & city*):

2. Please tell us about current or previous church or other volunteer experience:

3. Please tell us about other skills, interests or work experience:

4. Have you held a volunteer position or been employed with another Parish or Office of the Diocese of Calgary (the Diocese of Calgary encompasses Southern Alberta.) ☐ YES ☐ NO

If yes, please describe your role(s) and the circumstances of your leaving:

5. Have you ever been convicted of a criminal offence? ☐ YES ☐ NO

If yes, please explain (on a separate sheet) the number of convictions(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentences(s) imposed and type(s) of rehabilitation.

Of my own free will, I hereby acknowledge and agree that I am offering my services to Sacred Heart Church as a volunteer and not as an employee. If selected as a volunteer, my services will be provided free of charge and I will not accept, nor will the Parish offer, any remuneration for my volunteer services. I have not been promised or offered employment in the future.

The Parish acknowledges and agrees that I am free to terminate my volunteer services at any time, without notice to the Parish. I also acknowledge and agree that the Parish may terminate my volunteer services at any time without providing me with any notice or compensation.

I acknowledge and agree that any volunteer services I provide to the Parish will not be used for personal or business gain nor to grant special privileges to others.

I acknowledge and agree that if I use my personal vehicle(s) for volunteer purposes, I shall ensure my personal vehicle(s) automobile insurance coverage is acceptable to the Parish and adequately covers the volunteer activities I may perform. I agree to provide proof of such coverage to the Parish, upon request. The Parish has the sole discretion whether to reimburse me on a per kilometer basis when I use my personal vehicle in performing my volunteer duties.

I acknowledge that the Parish has reviewed its policies with me related to volunteers, conduct and behaviour, confidentiality, conflicts of interest, personal information protection, email and Internet use, and health and safety. I also acknowledge that the Parish has provided me with orientation and training suitable for the volunteer role which I have been assigned and tasks I will perform. I agree to provide services in accordance with these policies to the best of my ability and accordance with the Diocese of Calgary Model Code of Conduct and Agreement to the Model Code of Conduct.

I will complete the four modules in Praesidium Academy as required by the Diocese (Meet Sam, It Happened to Me, Keeping Your Church Safe, Your Policies) before beginning work in the ministry. I understand that this helps protect those I work with, myself, and the Church.

I understand that I must agree to the Diocesan Model Code of Conduct and I take my volunteer commitment seriously. I understand that failure to comply with my volunteer responsibilities will result in a range of actions from retraining/orienting, reassigning to a more suitable position, suspension, termination or legal action depending on the degree of seriousness or impact. I understand that these policies and procedures are subject to change and that I can access the “Strengthening Our Parish Communities” core standards on the Diocesan website at www.calgarydiocese.ca.

(Only for High Risk Ministries) I acknowledge that my volunteer position with the Parish is contingent upon maintaining satisfactory clearances as per Diocesan policy which includes the requirement that all volunteers of the Diocese, provide a Vulnerable Sector-Police Information Check (VSPIC) or Police Information Check (PIC) as determined by position. I understand that a satisfactory VSPIC must be received prior to engaging in any work with minors and/or vulnerable adults. In addition, if my volunteer position requires overnight stays or transporting others, I understand that I will also be required to provide additional clearances (e.g. Driver’s Abstract). I agree to fully cooperate in obtaining all required clearances and to execute any consents required to obtain the clearances. All Background screening will be conducted in accordance with Diocesan policy and must be renewed as per Diocesan policy. The Diocese will reimburse the cost of obtaining these original documents.

I certify that the information provided on this Volunteer Information Form is true and complete. I understand that this information will remain confidential and is property of the Parish. As well, I understand that my name and phone number will be given to the appropriate Ministry Coordinator/ Leader so that she/he may contact me.

Volunteer Signature		Date	
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REFERENCES

Please provide three references that can describe your suitability for this ministry (e.g., parish contacts, friends, neighbors, work associates). **If you are new to volunteering at Sacred Heart be sure to include at least one reference from your previous Parish** (e.g., Pastor, volunteer coordinator, Pastoral Assistant) if possible.

Please remember to notify your references that Sacred Heart Parish will be contacting them by email or phone.

Name	
How do they know you?	
Phone Number	
Email Address	

Name	
How do they know you?	
Phone Number	
Email Address	

Name	
How do they know you?	
Phone Number	
Email Address	

CONSENT

I, _____, authorize Sacred Heart Parish to contact the references that I have provided on this form, in order to collect the information that is appropriate to the position. I understand that the information obtained will be confidential.

Volunteer Signature		Date	
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Volunteer Screening Coordinator Signature		Date	
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