



VOLUNTEER APPLICATION AND RELEASE

Name: _____
Last First Middle

Address: _____
Street Address

City State Zip

Business Phone: _____ Home Phone: _____

Volunteer Position: _____

What interested you in this position? _____

Thank you for your interest in volunteering at Hope for the Journey Home - Guardian Angels. We appreciate your willingness to work with our minors and/or vulnerable adults. We know that as a volunteer you have the highest concern for those to whom you are ministering. In order to protect the most vulnerable among us, as well as our employees and volunteers, we ask that all volunteers in positions involving minors or vulnerable adults answer the following questions.

- 1. How long have you been associated with Hope for the Journey Home - Guardian Angels ?
- 2. If you have been associated with Hope for the Journey Home - Guardian Angels less than five years, list names and addresses of other churches you have attended.

- 3. Are you age 18 or older? (circle one) Yes No
- 4. Do you have family members who participate in the program for which you are volunteering? (circle one) Yes No
- 5. Please list any skills, training, education, or other factors that have prepared you for work with minors or vulnerable adults.

- 6. Please provide at least two professional/personal references we may contact.
 - a. Name: _____ Phone Number: _____
Relationship: _____
 - b. Name: _____ Phone Number: _____
Relationship: _____

7. Please describe prior volunteer experiences. (Attach additional sheets if needed.)

a. Organization: _____

Address: _____

Street Address	City	County	State	Zip
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Supervisor: _____ Phone Number: _____

Volunteer Position: _____ From (Mo. /Yr.) _____ To (Mo. /Yr.) _____

Duties: _____

b. Organization: _____

Address: _____

Street Address	City	County	State	Zip
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Supervisor: _____ Phone Number: _____

Volunteer Position: _____ From (Mo. /Yr.) _____ To (Mo. /Yr.) _____

Duties: _____

8. I have received, read, and understood a volunteer position description for this ministry, read and signed the Volunteer Code of Conduct, and read and understood the Hope for the Journey Home - Guardian Angels Harassment/Offensive Behavior Policy.

(initial) _____ Yes _____ No

I agree to observe all of the Parish/School/Archdiocese guidelines and policies applicable to my volunteer service.

The information provided on this form is correct to the best of my knowledge. I understand that not answering the above questions truthfully and completely is grounds for rejection of my application or dismissal from the volunteer position.

I understand that in signing this document, I authorize verification of this information through communication with any person or organization noted herein. With regard to the verification of information process, I release from liability Hope for the Journey Home - Guardian Angels, and the Archdiocese of Saint Paul and Minneapolis, as well as any person or organization which provides such information, so long as all parties acted in good faith and without malicious intent.

I understand that policies are in place to maintain a safe environment for all employees, participants and volunteers, and I promise to faithfully follow all such policies.

Signature _____ Date _____

**Code of Conduct for Youth Volunteers and Youth Workers
Who Interact with Children, Other Youth, or Vulnerable Adults**

To help protect children, youth, and vulnerable adults within the Archdiocese of Saint Paul and Minneapolis (Archdiocese) from harm, all youth under age 18 who volunteer or work with children, other youth, or vulnerable adults at a parish, Catholic school, and/or for an archdiocese affiliated agency or office within the Archdiocese must agree to follow this *Code of Conduct for Youth Volunteers or Youth Workers Who Interact with Children, Other Youth, or Vulnerable Adults (Code)* **before** beginning their volunteer service or employment. The parent or guardian of the youth volunteer or youth worker must also read and acknowledge this *Code*.

Children and youth are persons under age 18. A *vulnerable adult* is a person with an illness or other physical, mental, or emotional condition that makes the person unable to defend or protect him or herself, or get help for him or herself when abused. If a person is a resident or patient of a hospital, nursing home, group home, or similar care facility, for purposes of this *Code* that person is considered a vulnerable adult.

I understand that it is important that I follow certain rules and guidelines, both for my protection and for the protection of children, other youth, and vulnerable adults whom I serve or with whom I work. I also understand that as a youth volunteer or youth worker I have a responsible position and I should live up to the expectations of trust that have been placed in me.

As a youth volunteer or youth worker I will:

- Protect children, other youth, or vulnerable adults entrusted to my care at all times.
- Treat all those whom I serve and with whom I work with respect, patience, integrity, courtesy, dignity, and consideration.
- Be positive, supportive, and caring in my speaking, writing, and interacting with children, youth, or vulnerable adults.
- Never be alone with a child, other youth, or vulnerable adult in my care. I understand “alone” means being without an adult nearby to see and hear what I am doing or help me if I need assistance.
- Report any knowledge or suspicions of sexual, physical, or emotional abuse of a child, youth, or vulnerable adult to my supervisor immediately. If the abuse involves my supervisor, I will report it to the next person in a supervisory role such as the principal, pastor, or program director at the location where I serve or work. I understand that my supervisor or another person in authority must report all knowledge or suspicion of abuse of a child, youth, or vulnerable adult to law enforcement immediately.
- Cooperate fully in any investigation of abuse of a child, youth, or vulnerable adult.
- Report to my supervisor any inappropriate or bullying behavior by a child, youth, or vulnerable adult towards another child, youth, or vulnerable adult.
- Maintain appropriate physical and emotional boundaries with children, youth, and vulnerable adults.
- Dress modestly and appropriately, and not wear clothing with swear words or violent, sexually explicit or other inappropriate messages or pictures.

As a youth volunteer or youth worker I will not:

- Touch a child, youth, or vulnerable adult in a sexual manner.
- Use swear words or sexually inappropriate, violent, disrespectful, degrading, or other inappropriate language.
- Use physical force or other inappropriate discipline with a child, youth, or vulnerable adult.

- Use, possess, or be under the influence of alcohol, tobacco products, or illegal drugs at any time while volunteering or working.
- Be under the influence of prescribed drugs that impair my judgment while volunteering or working.
- Supply illegal drugs, alcohol, or tobacco products to a child, youth, or vulnerable adult.
- Accept gifts from or give gifts to children, youth, or vulnerable adults without approval from my supervisor.
- Tolerate inappropriate or bullying behavior by a child, youth, or vulnerable adult toward another child, youth, or vulnerable adult.
- Provide or allow pornographic or other sexually explicit, violent, disrespectful, or otherwise inappropriate communication, music, recordings, films, games, websites, computer software, mobile device application, or other content while volunteering or working.
- Communicate inappropriately electronically or through other forms of communication with a child, youth, or vulnerable adult whom I serve. Examples of inappropriate communication are texting a child, youth, or vulnerable adult a sexual image, or calling a child, youth, or vulnerable adult at night when I am not volunteering or working.

We, the undersigned, have read and understand the *Code of Conduct for Youth Volunteers or Youth Workers Who Interact with Children, Youth, or Vulnerable Adults*. We understand that the youth who is volunteering or working is required to provide background references and may be required to participate in training prior to beginning volunteer service or work.

We understand that any action inconsistent with this *Code* or failure to take action mandated by this *Code* may result in the removal of the undersigned youth from volunteer service or employment at any parish, Catholic school, and/or archdiocese affiliated agency or office within the Archdiocese of Saint Paul and Minneapolis.

We understand and agree that the parent/guardian will be notified at the time of any violation of this *Code* requiring removal of the youth from volunteer service or employment.

Name of Youth (print): _____

School or Parish Position: _____

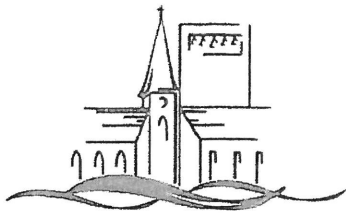
Name of Parish/School/Agency/Office and City: _____

Signature of Youth: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Phone Number of Parent/Guardian: _____

Signature of Supervisor or Witness: _____ Date: _____



Guardian Angels
CATHOLIC CHURCH

Living Water for Your Journey

**Background Evaluation of
Youth, 13 to 17 Years of Age**

In order to protect our community's children, youth and vulnerable adults, we require that all employees, as well as every volunteer who has either regular or unsupervised interactions with minors or vulnerable adults submit to a background check. **Youth under 18 years of age** who are employees, as well as youth who volunteer in positions where they will be interacting with minors, other youth or vulnerable adults **must provide two written references from a non-parent/guardian**. At least one of the references should be written by a school leader. Upon turning 18 years of age, youth are required to have a background check, submitting forms within two weeks of their birthdate. There will be no exceptions to this policy.

(Two evaluation forms must be completed and submitted to the Parish/School Office prior to employment or volunteering.)

Youth Employee/Volunteer:

Name (please print) _____ Birth Date _____

Is this a paid position or are you volunteering? Paid Position _____; Volunteer Position _____

Duties/Activities outlined in Position Description:

1. _____
2. _____
3. _____

Parent's Name _____ Parent's Phone _____

Address _____

Why do you wish to work/volunteer in these ministries?

Reference from Non-Parent/Guardian:

Name (please print) _____

How long have you known this young person? _____ In what capacity? _____

Phone: (651) 738-2223 | Fax: (651) 738-2453

8260 4th Street N. | Oakdale, MN 55128 | www.guardian-angels.org

Young Person's Name: _____ (Written Reference Continued)

In completing this form, please consider the duties and activities this young person will be required to do, as outlined on Page 1.

Provide pertinent information regarding the character and reputation of the young person:

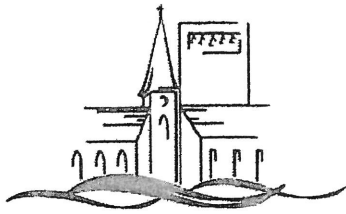
Address their ability to take direction, work with those in authority, and work in group settings with others including younger children, their peers or vulnerable adults.

Does this young person model good behavior? Are they honest? Are they able to remain focused and productive?

Are you aware of any incidences of unsafe behaviors, misconduct or disciplinary actions concerning this young person?

Please include any other information that you think would be pertinent to suitability for the position.

Signature _____ Date _____



Guardian Angels
CATHOLIC CHURCH

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Background Evaluation of Youth, 13 to 17 Years of Age

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Youth Employee/Volunteer:

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Duties/Activities outlined in Position Description:

1. _____

2. _____

3. _____

Parent's Name _____ Parent's Phone _____

Address _____

Why do you wish to work/volunteer in these ministries?

Reference from Non-Parent/Guardian:

Name (please print) _____

How long have you known this young person? _____ In what capacity? _____

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Does this young person model good behavior? Are they honest? Are they able to remain focused and productive?

Are you aware of any incidences of unsafe behaviors, misconduct or disciplinary actions concerning this young person?

Please include any other information that you think would be pertinent to suitability for the position.

Signature _____ Date _____



HOPE FOR THE JOURNEY HOME Shelter at Guardian Angels

Afternoon Shift Host

2:45 pm – 5:15 pm -- 2 volunteers minimum

Hope for the Journey Home is a ministry of hospitality. It is our mission to provide a site, volunteers, and a safe, clean, comfortable place for newly homeless families in the local area to spend the night.

Time Commitment

- Plan to arrive by 2:45 p.m. and stay until 5:15 p.m. Park in the main church lot. The Hope for the Journey Home staff will greet you and provide a thorough orientation. **Please note:** Out of respect for our volunteers' time, there may be occasions where guest counts are so low that volunteers are not required for this shift. If this occurs, volunteers will be notified at least two days before the scheduled shift and be given the option of coming in for general housekeeping tasks or having the shift off.

Responsibilities

- Welcome families as they arrive at the shelter and help them settle in.
- Serve an afternoon snack.
- Engage children and youth in activities such as homework, reading, games, puzzles, videos etc. with parent's permission. In good weather, use the backyard or the playground south of the Parish Center after school.
- Be available to talk with adult guests if they wish to converse.
- Be a model for shelter rules and remind families of the shelter rules when needed.
- Complete the daily page in the log.
- Dinner Shift Hosts will be arriving at 5:00 p.m.
- IN CASE OF EMERGENCY refer to the handbook at the shelter that has emergency numbers and instructions

Qualifications

- A friendly, caring attitude
- Reliability – our shelter program is primarily run by volunteers
- Energy and a love of children
- Respect and understanding for parents
- A training session will be provided for Hope for the Journey Home volunteers.

PLEASE notify your congregation's volunteer coordinator ASAP if you have an emergency that prevents you from fulfilling your shift!!

*"For when I was hungry and you gave me something to eat,
I was thirsty and you gave me something to drink,
I was a stranger and you invited me in."
Matthew 25:35*

Volunteer keeps this form.



HOPE FOR THE JOURNEY HOME Shelter at Guardian Angels

Dinner Shift Host

5:00 pm – 8:15 pm -- 2 volunteers minimum

Hope for the Journey Home is a ministry of hospitality. It is our mission to provide a site, volunteers, and a safe, clean, comfortable place for newly homeless families in the local area to spend the night.

Time Commitment

- Plan to arrive at the shelter by 5:00 p.m. and stay until 8:15 p.m. Park in the main lot. The Hope for the Journey Home staff will greet you and provide a thorough orientation. Because you will serve dinner, a staff person will review food safety procedures with you.

Responsibilities

- Greet the families as introduced to you.
- Assist in serving the evening meal.
- Invite guests to help with cleaning up the dining area. Store leftovers in labeled containers and place in the refrigerator.
- After dinner work is complete, engage children and youth in activities such as homework, reading, games, puzzles, videos etc. with parent's permission.
- Be available to talk with adult guests if they wish to converse.
- Be a model for shelter rules and remind families of the shelter rules when needed.
- Complete the daily page in the log.
- IN CASE OF EMERGENCY refer to the handbook at the shelter that has emergency numbers and instructions.

Qualifications

- A friendly, caring attitude
- Reliability – our shelter program is primarily run by volunteers
- Energy and a love of children
- Respect and understanding for parents
- A training session will be provided for Hope for the Journey Home staff.

**“For when I was hungry and you gave me something to eat,
I was thirsty and you gave me something to drink,
I was a stranger and you invited me in.”
Matthew 25:35**

PLEASE notify your congregation's volunteer coordinator ASAP if you have an emergency that prevents you from fulfilling your shift!!

Volunteer keeps this form.



HOPE FOR THE JOURNEY HOME Shelter at Guardian Angels

Overnight Shift Host

8:00 pm – 9:15 am -- 2 volunteers minimum

Hope for the Journey Home is a ministry of hospitality. It is our mission to provide a site, volunteers, and a safe, clean, comfortable place for newly homeless families in the local area to spend the night.

Time Commitment

- Plan to arrive by 8:00 p.m. and stay until 9:15 a.m. Park in the main church lot. The Hope for the Journey Home staff will greet you and orient you to the shelter.

Responsibilities

- Greet the families and be available to talk with adult guests if they wish to converse.
- Be a model for shelter rules and remind families of the shelter rules when needed.
- Encourage bedtime routine—help children to slowly stop their activities, facilitate pick-up of the common spaces, and begin getting ready for bed.
- Guideline for bedtime is 9:00 p.m. on weekdays and 10:00 on weekends.
- Secure the facility for the evening. Make sure the doors are locked, extraneous lights are off, and kitchen area is tidy.
- Sleep in the designated volunteer area. You will need to bring your own bedding with you, such as sheets or a sleeping bag, and a pillow. You will also want to bring a book and alarm clock.
- Provide a wake-up call for families around 7 a.m. on weekdays and 7:30 a.m. on Sundays (depending on when school busses and transportation is scheduled). A wake-up call is not needed on Saturday mornings, as the shelter remains open all day.
- Prepare and serve continental breakfast weekdays; full breakfast from IHOP arrives around 7:45 on weekends. Tidy up kitchen facilities and eating area after use.
- People will depart the shelter between 6:45 and 9:00 each day except Saturday.
- IN CASE OF EMERGENCY refer to the handbook at the shelter that has emergency numbers and instructions.
- Check in the keys from the guests as guests leave for the day.
- Secure the facility for the day – make sure the doors are locked (you can go out the back door), site is tidy, and lights are off.

Qualifications

- A friendly, caring attitude
- Reliability – our shelter program is primarily run by volunteers
- Energy and a love of children
- Respect and understanding for parents
- A training session will be provided for Hope for the Journey Home volunteers.

For when I was hungry and you gave me something to eat,
I was thirsty and you gave me something to drink
I was a stranger and you invited me in.”
Matthew 25:35

PLEASE notify your congregation's volunteer coordinator ASAP if you have an emergency that prevents you from fulfilling your shift!!

Volunteer keeps this form.



Harassment Policy

1.1 Harassment Policy

It is Guardian Angel's policy that harassment, including but not limited to, sexual harassment and offensive behavior of employees and volunteers, is prohibited. Any employee or volunteer on Guardian Angels property and attending parish-sponsored activities found to have acted in violation of this policy will be subject to appropriate disciplinary action which may include immediate termination of duties.

Employees and volunteers should understand that this policy applies to each and every member and employee of Guardian Angels, all full time, part-time and temporary employees, volunteers and any individuals who provide services to Guardian Angels under a contract.

1.1.1 Virtus Training

The United States Conference of Catholic Bishops' Charter for the Protection of Children and Young People (2002 and 2005) and archdiocesan policy mandates that all clergy and archdiocesan, parish and school employees as well as all volunteers who have contact with minors attend safe environment training. Guardian Angels employees and volunteers must attend VIRTUS: Protecting God's Children for Adults safe environment training.

1.1.2 Definition of Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communications of a sexual nature when:

1. submission to the undesirable conduct or communication is made a term or condition, either explicitly or implicitly, of an individual's employment or volunteer duties;
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or volunteer duties;
3. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or volunteer opportunity or creates an intimidating, hostile, or offensive work or volunteer environment; and the employer knows or should know of the existence of the harassment and fails to make timely and appropriate action;
4. or such conduct or communication occurred because of the sex of the victim even though it is not clearly sexual in nature or an explicit sexual advance.

Conduct prohibited by this policy may include, but is not limited to, unwanted sexual comments, compliments, flirtations advances, or jokes; sexual suggestions or remarks about a person's clothing, body, or sexual activity; unwanted and unnecessary touching, brushing against, patting, or pinching; requests for sexual favors; unwelcome and repeated invitations to social engagements or other activities; display in the workplace of sexually suggestive pictures, cartoons, or objects; any indications or threat, express or implied, that an employee's job security, job assignment, conditions of employment, or opportunities for advancement may depend on the granting of sexual favors; conduct, whether deliberate or careless, which creates an intimidating, hostile or offensive work or volunteer environment interfering with an employee's or volunteer's work.

1.1.3 Reporting and Investigating

In the event that the sexual harassment or offensive behavior occurs, it should immediately be reported to the Pastor. All allegations of sexual harassment or offensive behavior will be investigated promptly, fairly and completely. The facts shall determine the response to each complaint. Each situation will be handled as discreetly as possible. Resolutions of complaints can include, but are not necessarily limited to an apology, direction to stop the offensive behavior, counseling or training, warning, suspension with or without pay, or termination.

Any knowledge about or claims of a violation of his policy must be reported to the Pastor. Any claims of sexual harassment or violations of this policy will be reported to and investigated by the appropriate managerial person unless another individual is deemed more appropriate. A third party designated by Guardian Angels who is knowledgeable in conducting such investigations may conduct the investigation. If the facts appear to support the allegations of sexual harassment or offensive behavior, disciplinary action, up to and including immediate termination, may result. Guardian Angels will handle all reports of violation of this policy as confidentially as possible.

This policy also prohibits retaliation against employees and volunteers who bring sexual harassment or offensive behavior complaints or assist in investigation of such complaints. No retaliation or intimidation directed towards anyone who makes a complaint will be tolerated. However, any employee or volunteer found to have knowingly or intentionally made a false complaint of a violation of this policy or found to have knowingly given false information during an investigation of such a complaint may also be subject to disciplinary action, up to and including termination.

Employees with Director-responsibilities will be evaluated on their adherence to this policy, their monitoring of employees and volunteers under their supervision, and the prompt resolution of complaints and problems.

1.1.4 Romantic Relationships

Consenting or voluntary romantic and sexual relationships between coworkers or a manager or director and employee, while not forbidden, are considered by management as unwise behavior and having the potential for charges of sexual harassment. A charge of sexual harassment arising out of such a relationship will be investigated under these policies and procedures in the same manner as any other charge. A breach of this role can result in disciplinary action, up to and including discharge, to any and all participants.

1.1.5 Types of Other Discrimination or Harassment

This policy and the procedures for reporting complaints apply to all types of perceived harassment or discrimination and should be utilized for any complaints of that nature.

1.1.6 One-On-One Situations

In the normal course of ministry for and at Guardian Angels Church, employees (and volunteers) should take steps to minimize the times when they are alone with one other person. In the case of all minors and vulnerable adults (and volunteers) will attempt to avoid being alone with only one person