



## Archdiocese of Regina

### **GUIDELINES FOR PARISH VOLUNTEERS**

Through the Sacrament of Baptism, we are called to share our gifts with one another and with the world. Given the importance of this call from God, it is essential that we, as a community, do all we can to assure the right gifts are shared in the right way, at the right time, by the right people. We fulfill our mission more effectively when we make every effort to ensure a richer, stronger, more vibrant and safer community of faith.

The intention of these guidelines and policies are:

- To safeguard, in all respects, all those to whom we minister
- To support parish volunteers and preserve their safety, integrity and reputation
- To ensure we fulfill our calling to serve with compassion, justice and transparency

#### **Guidelines When Working With Children, Youth and Vulnerable Individuals**

The guidelines are intended to provide a general overview of how to appropriately conduct interactions with children, youth and vulnerable individuals, recognizing that any position of service requires a standard of good practice that safeguards both the one being served and the one serving. Openness, transparency and good planning are the keys to due diligence and safeguarding the dignity and well being of all involved. The volunteer must:

- Accept the responsibility to set reasonable boundaries in all relationships.
- Whenever possible, conduct activities with children, youth and vulnerable adults in groups that have easy access by parent(s) and guardian(s) and supervisor(s) of programs.
- Let other people know where you are, what activity you are conducting and who is with you.
- Never engage in physical discipline for behavior management of children and youth.
- Never conduct any activities with children, youth or vulnerable individuals while under the influence of alcohol, marijuana or other drugs.

- Never provide alcohol, marijuana, tobacco or any other drug to a child or youth in your care.
- Never interact with a child or youth in any way that can be viewed as sexual or emotionally intimate or exposes them to sexually explicit materials in media, etc.
- Limit communication with children and youth in electronic mediums to work or ministry related matters.
- Volunteers should not spend extended time or exclusive time alone with children or youth without consent of the parent(s), guardian(s), and the foreknowledge of the Pastor.
- Ensure that all activities you are conducting with children and youth are pre-approved by the Pastor, Ministry Coordinator and parents of the children and youth.
- Ensure there are sufficient adults present for group activities to safeguard all involved and that the parent(s) or guardian(s) have given their permission for the child to participate in the activity.
- Release children and minors only to their parent(s) or guardian(s) or someone designated by the parent(s) or guardian(s) through a written and signed document that you have verified before the event or activity begins.
- Use discretion when accepting gifts as a result of your parish service. Any such gifts must be brought to the attention of the Ministry Coordinator.
- When activities require a volunteer to be alone with a vulnerable person, every effort must be made to ensure the vulnerable person's dignity and privacy.
- Unless two or more unrelated adults are present for youth gatherings or instruction, the door to the room must remain open at all times if you use a classroom or meeting room that does not have a window through which the activity may be observed.

## **Volunteer Conduct**

To ensure the highest standard of safety for all participants, volunteers, clergy, staff, parishioners and the whole parish community; and to provide for the efficient and effective operation of the parish all volunteers must maintain the highest traditions of service.

Specifically, all volunteers are required to:

1. Perform duties and to discharge responsibilities safely, effectively and with proper regard for time and material.
2. Be courteous and cooperative in their relations with participants and other volunteers and with the parish community.
3. Conduct themselves, at all times, in a manner that reflects credit to their parish.

4. To demonstrate an awareness of and respect for sexual, cultural and physical differences in their relationships with participants, other volunteers and the whole parish community.

*The Pastor is responsible for creating and maintaining an environment that fosters mutual respect among individuals. This includes ensuring volunteers are not subject to retaliation as a result of making a complaint or participating in an investigation of a complaint.*

### **Public Use of the Parish Name**

Without the specific authority of the Pastor or his delegate, Parish Volunteers must never make any public pronouncements on potentially contentious theological or moral issues in the name of the Parish or the Archdiocese of Regina

It is recognized that volunteers are also private citizens and as such have the freedom, as individuals, to speak out on matters of public concern. However, in so doing they must make it clear that they are speaking as private citizens and not with the authority of the Parish or the Archdiocese of Regina.

