

VOLUNTEERS

At St. James Parish, there are many ministries to which people are called to serve. St. James Parish recognizes the vast and valuable resources our parishioners have to offer and we look forward to working with you. All of the following positions including (but not limited to) are required to complete all facets of the **Safe Environment Policy** listed below to ensure that our parish is a safe environment for all of our children: Adult Altar Servers, Catechists, Catechist Aides, Cantors, Chaperones, Child Care Givers, Extraordinary Eucharistic Ministers, Fund Raising Volunteers, Lectors, Music Ministers, Ushers, Choir Members, Festival Workers, Greeters, Knights of Columbus, St. Vincent de Paul Society, Sacristans, and Youth Ministry volunteers

SAFE ENVIRONMENT POLICY

The Diocese of Pittsburgh's Safe Environment Policy is a program designed to create a safe environment for children throughout the diocese and here at St. James Parish. It was created to take reasonable measures to assure that parish employees and volunteers who have contact with minors are committed to providing a safe environment for our children, are capable of identifying and preventing abuse of children, and have no personal history of behavior that would be a threat to children. This policy applies to all Church personnel who have regular contact with minors. Church personnel is defined as all adult persons (those 18 years of age or older), whether clergy, members of consecrated life, or laity, who, as employees or volunteers, act in the name of the Church under the auspices of the Diocese of Pittsburgh or one of its parishes. It is a means to insure that our parish not only fulfills the mandate of the United States Conference of Catholic Bishops as outlined in the *Charter for the Protection of Children and Young People* but also meet the requirements of state and federal law.

- **SAFE ENVIRONMENT REQUIREMENTS**

1. Diocesan Database and National Criminal Record Check
 2. Pennsylvania Criminal Record Check (this is completed with step 1 above)
 3. Pennsylvania Child Abuse History Clearance (paper application to be completed and returned to the rectory office.
 4. Pastoral Code of Conduct (included with the database application)
 5. Child Protective Service Law Acknowledgment (included with the database application)
 6. Attend a Protecting God's Children Workshop (Workshops are posted on the Diocese of Pittsburgh website, www.diopitt.org).
- **The Pennsylvania Criminal Record Check and the Child Abuse History Clearance will need to be renewed every five years.**
 - **Instead of an on-line application, paper applications can be completed. Please contact the rectory office for paper applications and for the hard copy of booklets mentioned above in steps #3 and #4.**