

**PLEASE RETURN WITH  
A COPY OF YOUR  
DRIVER'S LICENSE**

# • Catechist Information Sheet 2016-2017

Office Use Only <input type="checkbox"/> System <input type="checkbox"/> Mailbox <input type="checkbox"/> Orientation Pkt.
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**OUR LADY OF THE ANGELS**  
 12905 State Road 70 E. Lakewood Ranch, FL 34202  
 (941) 752-6770  
 (941) 752-6821 (fax)

For Office Use Date Fingerprinted _____/_____/_____ # Yr as Cat. at _____ OLA _____
--

# Yrs. In Florida \_\_\_\_\_ Month/Year Arrived \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Birthday \_\_\_\_\_  
Last, First Mo Day

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Parish Member? (Y) (N)

Home Phone: \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

.....  
 Teaching experience? (Y) (N) If Yes, where? \_\_\_\_\_

Subjects taught: \_\_\_\_\_ Grades taught: \_\_\_\_\_

Religious Education Experience? (Y) (N) Where? \_\_\_\_\_

Num. Of Years: \_\_\_\_\_ Level Taught: \_\_\_\_\_

Other Church Activities (e.g. Prayer Group, Choir, etc.) \_\_\_\_\_

Previous Training\* (Religion Workshops & Courses, Special Programs, Degrees earned)  
 \_\_\_\_\_  
 \_\_\_\_\_

\*Please submit photocopies of certificates that you have earned over the years.

.....  
Emergency Contact

♥ Name: (First, Last) \_\_\_\_\_

♥ Address: (Street, city, zip) \_\_\_\_\_

♥ Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

.....  
 For Office Use

<input type="checkbox"/> <u>Fingerprint /Screening</u>	<input type="checkbox"/> <u>Policy Guidelines Receipt</u>	<input type="checkbox"/> <u>"Into The Fields"</u>
<input type="checkbox"/> <u>Safe Environment Training</u>	<input type="checkbox"/> <u>Diocese of Venice Volunteer form</u>	<input type="checkbox"/> <u>Catechist Information Sheet</u>
<input type="checkbox"/> <u>Code of Conduct</u>	<input type="checkbox"/> <u>Attestation of good moral character</u>	<input type="checkbox"/> <u>Driver's license</u>

GRADE \_\_\_\_\_

CATECHIST \_\_\_\_\_

ASSISTANT \_\_\_\_\_



## Diocese of Venice in Florida

### Code of Conduct for Volunteers Working with Minors

As a volunteer I promise to strictly follow the rules and guidelines in the Volunteer's Code of Conduct as a condition of providing services to children.

**Volunteers shall:**

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Try to avoid situations in which one is alone with a child at Church activities.
- Use positive reinforcement with children and youth rather than criticism, competition, or comparison.
- Refuse to accept expensive gifts from children and youth or parents without previous written approval of the pastor or administrator.
- Refrain from giving expensive gifts to children or youth without prior approval of the parents or guardian and the pastor or administrator.
- Report to the Department of Children and Families (DCF Abuse Hotline: 800-962-2873), Victim Assistance Coordinator (941-416-6614) and the Pastor/Administrator, any reasonable suspicion of abuse.
- Be familiar with the Diocese of Venice Policy and Procedural Guidelines on Sexual Misconduct by Diocesan Personnel.
- Cooperate fully in any investigation of abuse of children or youth.
- Demonstrate respect for the teachings of the church as well as the provisions of secular and canon law.
- Provide appropriate adult supervision of minors.

**Volunteers shall not:**

- Smoke or use tobacco products in the presence of children, unless to leave their presence would result in inadequate supervision.
- Use, possess, or be under the influence of illegal drugs at any time while volunteering.
- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Pose any health risk to children and youth (i.e., no fevers or other contagious situations).
- Strike, spank, shake, or slap children and youth.
- Humiliate, ridicule, threaten, or degrade children and youth.
- Touch a child in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and youth.
- Use profanity in the presence of children and youth.
- Engage in any conversation of a sexual nature which does not comport with church teaching.
- Wear sexually suggestive or immodest attire.

I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer with children and youth.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

APPENDIX II

DIOCESE OF VENICE IN FLORIDA

ACKNOWLEDGMENT OF RECEIPT  
OF THE  
POLICY AND PROCEDURAL  
GUIDELINES RELATING TO PROTECTION OF  
CHILDREN AND VULNERABLE ADULTS

Parish \_\_\_\_\_

School \_\_\_\_\_

Institution \_\_\_\_\_

Agency \_\_\_\_\_

Date: \_\_\_\_\_

I, \_\_\_\_\_, (please print) the undersigned

Clergy

Employee

Volunteer

have received and read a copy of the *Policy and Procedures on Protection of Children and Vulnerable Adults for Diocesan Personnel of the Diocese of Venice in Florida.*

I have read the Statement, I fully understand and accept it, and I agree to abide by it.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Return signed copy to: **Your Parish / School**

**DIOCESE OF VENICE  
VOLUNTEER APPLICATION  
FOR THOSE WORKING WITH CHILDREN AND VULNERABLE ADULTS**

Dear Volunteer,

Thank you for offering your time and talent to work with our parish/school/organization. Volunteers such as yourself are indispensable to our programs. The policy of the Diocese of Venice requires background screening of all volunteers who have unsupervised access to minors. Please supply the following information below and return this form to the person who provided it to you, along with necessary attachments (depending upon position) before proceeding to electronic fingerprinting and Safe Environment Training.

[PLEASE PRINT]

Parish/School/Diocesan Entity: _____		
Volunteer Position Sought: _____	DOV screened w/in 5 years? _____	
Your Name _____	Social Security # _____	
Home Address, City, Zip: _____		
Current Memberships (religious, community, business, professional) or special skills: _____ _____		
REFERENCES: Please list names, addresses and phone numbers of two persons who have known you at least five years who are familiar with your character. Two (2) NON-FAMILY references please (excluding Pastor and Staff).		
Name	Address, City, Zip	Phone
1. _____		
2. _____		
If driving, Florida License # _____ (attach copy of license & insurance card) *If driving van designed to seat 16 persons or transporting children, see DOV Transportation Manual.		
If working with youth, please identify prior experience: _____ _____		
Emergency Contact: _____		Phone _____
Have you ever committed, been arrested, been convicted of, plead guilty or no contest to a crime?    Yes    No		
If yes, please identify: _____		
<b><i>Applicant Authorization and Release</i></b>		
I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any volunteer position is conditioned on a satisfactory background check and agree to complete an attestation of good moral character, be electronically fingerprinted and cleared by the FDLE/FBI, and complete Safe Environment Training.		
In connection with the above request to serve as a volunteer, I authorize the Diocese of Venice to investigate my background, including criminal and driving history and hereby release said information to them. I further release and discharge from liability the Diocese of Venice, their agents, employees, officers and other persons from all liability arising from the investigation or disclosure of the requested information, as well as those companies, agencies, officials, officers, employees and other persons, who in good faith provide this information to the DOV.		
_____ Signature		_____ Date

**INTERNAL USE ONLY**

Reference #1 checked by: _____	Date: _____
Reference #2 checked by: _____	Date: _____
Date Fingerprinted: _____	Date Cleared: _____
Date of Safe Environment Training: _____	



**DIOCESE OF VENICE  
ATTESTATION OF GOOD MORAL CHARACTER**

I, \_\_\_\_\_ a prospective or current (circle one): employee, volunteer, religious brother or sister, deacon or priest, or independent contractor, hereby attest, under penalty of perjury, that I am of good moral character. I further attest that I have not committed, nor been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, any offense (or attempt or conspiracy thereunder) prohibited under any of the following provisions of the Florida Statutes (See level 2 screening standard of 435.04) or under any similar statute of another jurisdiction:

- a. Section 393.135, relating to sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct.
- b. For employee or employers licensed or registered pursuant to chapter 400 or chapter 429, does not have a confirmed report of abuse, neglect, or exploitation as defined in s. 415.102(6), which has been uncontested or upheld under 415.103.
- c. Does not have a confirmed report of abuse, neglect or exploitation as defined in section 39.01 which has been upheld under section 415.103.
- d. Section 415.111, relating to adult abuse, neglect, or exploitation of aged persons or disabled adults.
- e. Section 394.4593, relating to sexual misconduct with certain mental health patients and reporting of such sexual misconduct.
- f. Has not committed an act that constitutes domestic violence as defined in Section 741.30.
- g. Section 782.05 relating to murder.
- h. Section 782.07 relating to manslaughter, aggravated manslaughter of an elderly person or disabled adult or aggravated manslaughter of a child.
- i. Section 782.071, relating to vehicular homicide.
- j. Section 782.09 relating to killing of an unborn child by injury to the mother.
- k. Section 784.011 relating to assault, if the victim of the offense was a minor or
- l. Section 784.021 relating to aggravated assault for any victim.
- m. Section 784.03 relating to battery, if the victim of the offense was a minor or Section 784.045 relating to aggravated battery of any victim.
- n. Section 784.07, relating to assault or battery of law enforcement officers, firefighters, emergency medical care providers, public transit employees or agents, or other specified officers.
- o. Section 784.075, relating to battery on a detention or commitment facility staff.

- p. Section 787.01 relating to kidnapping.
- q. Section 787.02 relating to false imprisonment.
- r. Section 787.04(2) or (3) relating to taking, enticing or removing a child beyond the state limits with criminal intent pending custody proceedings or to avoid producing a child at a custody hearing.
- s. Section 790.115(1) or (2)(b) relating to exhibiting firearms or weapons within 1,000 feet of a school or possessing an electric weapon or device, destructive device or other weapon on school property.
- t. Section 794.011 relating to sexual battery.
- u. Section 794.041 relating to prohibited acts of persons in familial or custodial authority.
- v. Chapter 796 relating to prostitution.
- w. Section 798.02 relating to lewd and lascivious behavior.
- x. Chapter 800 relating to lewdness and indecent exposure.
- y. Section 806.01 relating to arson.
- z. Chapters 810 and 812 relating to burglary, theft, robbery crimes, if the offense was a felony.
- aa. Section 817.563 relating to fraudulent sale of controlled substances, only if the offense was a felony.
- bb. Section 825.102 relating to abuse, aggravated abuse, or neglect of an elderly person or disabled adult.
- cc. Section 825.1025 relating to lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult.
- dd. Section 825.103 relating to exploitation of an elderly person or disabled adult, if the offense was a felony.
- ee. Section 826.04 relating to incest.
- ff. Section 827.03 relating to child abuse, aggravated child abuse, or neglect of a child.
- gg. Section 827.04 relating to contributing to the delinquency or dependency of a child.
- hh. Section 827.05 relating to negligent treatment of children.
- ii. Section 827.071 relating to sexual performance by a child.
- jj. Section 843.01 relating to resisting arrest with violence.
- kk. Section 843.025 relating to depriving a law enforcement, correctional or correctional probation officer means of protection or communication.
- ll. Section 843.12 or 843.13 relating to aiding in an escape or in the escape of juvenile inmates.
- mm. Chapter 847 relating to obscene literature.

- nn. Section 874.05(1) relating to encouraging or recruiting another to join criminal gang
- oo. Chapter 893 relating to drug abuse prevention and control, only if the offense was a felony or if any other person involved in the offense was a minor.
- pp. Section 916.1075, relating to sexual misconduct with certain forensic clients and reporting of such sexual misconduct.
- qq. Section 944.35(3,) relating to inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm.
- rr. Section 944.46, relating to harboring, concealing, or aiding an escaped prisoner.
- ss. Section 944.47, relating to introduction of contraband into a correctional facility.
- tt. Section 985.701, relating to sexual misconduct in juvenile justice programs.
- uu. Section 985.711, relating to contraband introduced into detention facilities.

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I understand that any employment/volunteer work is conditioned upon a satisfactory criminal background and reference check and that offenses other than those listed above may preclude my employment or volunteer work to the extent they reflect on my fitness for the position. I authorize, without reservation, the release of information to the Diocese of Venice and do further release, agree to hold harmless and discharge from all damages and liability, Frank J. Dewane, as Bishop of the Diocese of Venice, a corporation sole, the Diocese and all companies, agencies, officials, officers, employees and other persons, who in good faith provide to the Diocese of Venice information in order to successfully complete a background investigation.

I further agree to inform the Diocese of Venice immediately if I am charged with or arrested for any disqualifying offenses while engaged in employment, volunteer work, or other work on behalf of the Diocese.

School/Parish/Other: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*This form is to be completed with the volunteer or employment application and maintained as part thereof in the personnel/volunteer file at the local diocesan entity.