

## HOLY CROSS CHURCH 2017-2018 Religious Education Volunteer Form

Name \_\_\_\_\_ Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

***Please keep in mind our goal is to have two adults in each class. We need your help.***

In addition to completing the Protecting God's Children class (one time only), all volunteers, ages 16 and older, are mandated by the Rockford Diocese to read, complete, sign and return certain documents in order to ensure a safe environment when working with minor children (age 17 and under). All acknowledgement forms requiring a witness signature may be signed by someone in your household or by office staff when they are returned. On the reverse side are the details for Protecting God's Children and the access info for documents to be read and the acknowledgement forms. PLEASE SUBMIT THE REQUIRED FORMS WITH YOUR COMPLETED VOLUNTEER FORM BY Sept. 1, 2017. **If you prefer, you can pick up a pack of the acknowledgement forms at the parish office. For catechists and aides, these will also be available at the August meetings when we distribute materials.**

**Circle preferred session day/time for the volunteer position of your choice.**

NOTE: Sessions are weekly.

Sun. School Catechist (Preschool or Kindergarten)	Sun. 9:30		
Catechist Grades 1-8	Sun. 9:30	Wed. 4:45	Wed. 7:00
Co-Catechist (Gr. 1 - 8) with _____	Sun. 9:30	Wed. 4:45	Wed. 7:00
Catechist Aide	Sun. 9:30	Wed. 4:45	Wed. 7:00
Substitute Catechist	Sun. 9:30	Wed. 4:45	Wed. 7:00
For Catechist, Co-Catechist, Aide, or Sub 1) Please indicate Grade(s) Preferred _____			
For Catechist, Co-Catechist, or Aide		2) Do you want your child in your class? _____	
Office Help during an RE session	Sun. 9:30	Wed. 4:45	Wed. 7:00
Office Help during weekday morning or afternoon	Days/times available: _____		
Hall Monitor/Set Up Aide (Grades 5-8 only)	Sun. 9:30	Wed. 4:45	Wed. 7:00

**Please see attached sheet for descriptions of volunteer positions. We need many volunteers in each position and are counting on your help for the program to run smoothly and effectively.**

**Attention volunteers:**

**Thank you so much for your commitment to our Religious Education Program. We truly appreciate your help. Please see below for details regarding our safe environment compliance forms.**

- 1) **Protecting God's Children - For those who have never completed the course:** Go to [www.ceorockford.com/ed](http://www.ceorockford.com/ed) Please read the instructions in the VIRTUS ONLINE box. In point #4, click where it says, "Print out instructions..." Print the instructions, read them and when you are ready, click where it says: "Go to <http://www.virtusonline.org>." Follow the directions for first-time registrant and register. You are taking the course for the Diocese of Rockford. The site will continue to prompt you to take the course. Follow the directions. When you have completed the training, please print one copy of the certificate of completion for your records and one for parish records. If you have already taken this training in another Diocese, we need a copy of the certificate for your file and then go online to [virtusonline.org](http://virtusonline.org) and transfer the electronic records to the Rockford Diocese.
- 2) **Protecting God's Children - For those who already completed the course:** If you have submitted the PGC certificate to Holy Cross Catholic School or parish office for Camp WOW, please indicate the date and location you attended the PGC course on the front side of this form. If you have completed the course for Religious Education, we should have a copy of your certificate on file.
- 3) **Authorization to Conduct Background Check:** Go to [www.rockforddiocese.org/documents](http://www.rockforddiocese.org/documents). In the center of the page select *Safe Environment*, select *Authorization to Conduct Background Check* – read, complete, print and return.
- 4) **Code of Pastoral Conduct:** Go to [www.rockforddiocese.org/documents](http://www.rockforddiocese.org/documents). In the center of the page select *Safe Environment*, select *Code of Pastoral Conduct* – read, complete, print and return **ONLY** the **Volunteer Acknowledgment** form – not the one for Employee, Clergy etc.
- 5) **Sexual Misconduct Prohibition Norms:** Go to [www.rockforddiocese.org/documents](http://www.rockforddiocese.org/documents). In the center of the page select *Safe Environment*, select *2016 Sexual Misconduct Norms* – the password is **dmalloy!** (the exclamation point is part of the password) - read, complete, print and return **ONLY** the **Volunteer Receipt Acknowledgment** - not the one for Employees, Clergy etc.
- 6) **DCFS Acknowledgement of Mandated Reporter Status (Volunteer):** Go to [www.rockforddiocese.org/documents](http://www.rockforddiocese.org/documents). In the center of the page select *Safe Environment*, then *DCFS Acknowledgement of Mandated Reporter Status (Volunteer)* – read, complete, print and return.
- 7) **Code for Pastoral Use of Technology & Social Media:** Go to [www.rockforddiocese.org/documents](http://www.rockforddiocese.org/documents). In the center of the page select *Safe Environment*, then *Code for Pastoral Use of Technology & Social Media* - read, complete, print and return the receipt acknowledgement at the end of the document.
- 8) **Guidelines for Youth and Those Working with Youth:** Go to [www.rockforddiocese.org/documents](http://www.rockforddiocese.org/documents). In the center of the page select *Safe Environment*, then *Guidelines for Youth and Those Working with Youth Receipt Acknowledgement* – read, complete, print and return **only** the *Receipt Acknowledgement Form* unless otherwise specified by your volunteer role.

If you have any questions regarding this info, contact Karen McQuillan (ext. 109) or Pat Roatch (ext. 110) at 630-879-4750. Please submit your completed safe environment forms and Protecting God's Children certificate to the parish office. There is a black drop off box by the entrance for your convenience.

**God bless you!**

## VOLUNTEER DESCRIPTIONS

- Catechist:** Responsible for preparation of material and instruction of small group of youth. You would be expected to attend training session in the fall and Catechist Certification Pre-Requisite classes (*The Catechist & the Learner and Tools of the Catechist*) within first 6 months of teaching. We will offer *The Catechist & the Learner* and *The Tools of the Catechist* on-site, or you can take these classes online at [www.mycatholicfaithdelivered.com](http://www.mycatholicfaithdelivered.com).
- Co-Catechist:** Same responsibilities as catechist but shared with a partner. The team can decide how responsibilities will be divided. For example, you can change off every other session or both be present at each session with different roles.
- Catechist Aide:** Aids a catechist who is teaching by helping to maintain order in the room and assisting in ways that do not require preparation, like taking attendance and leading the prayers.
- Substitute Catechist:** Takes the place of a catechist who is not available to teach. The number of volunteers will help determine how often you might be called upon and, if you are not available, we understand that you might have to decline. When possible, we give enough notice for the substitute to prepare the material to be taught.
- Office Helper:** Will assist staff with a variety of activities, like counting/collating handouts, stuffing envelopes, organizing materials for crafts, maintaining records, etc.
- Hall Monitor/Set Up Aide:** We need parents of youth in grades 5-8 for this position. Volunteers should arrive on time for R.E. session to assist late arrivals and encourage respectful behavior in hall during class time. The volunteers for the Wed. afternoon session will assist staff in setting up video equipment from 4:30 until 4:45pm. The volunteers for the Wed. evening sessions will assist staff in removing DVDs and shutting down the equipment from 8:30-8:45pm. Sunday morning volunteers will assist staff in removing DVDs and shutting down the equipment from 11:00-11:15am. Volunteers will be contacted in August for a brief meeting to instruct aides on use of video equipment. We hope to have several Hall Monitor/Set Up Aides for each session, so they can be on a rotating schedule and possibly only be here to help one week per month.

**PLEASE NOTE:** For catechists, co-catechists, and assistant catechists, we are first assigning those who taught in 2016-17, according to the commitment made on the year-end evaluation. We will place the remaining volunteers as we receive the registrations. *Catechists aides* will be assigned on a first come, first serve basis and we will contact you to make another volunteer choice if we have enough volunteers for the session you select.

**IMPORTANT:** We assign you at the same session day/time that your children are assigned. If you change your child's session after registering, please bring it to our attention to also change your volunteer session.