Diocese of Green Bay

DIOCESAN CODE OF PASTORAL CONDUCT FOR VOLUNTEERS

The Diocese of Green Bay expects those who volunteer service to conduct themselves properly and appropriately in their relationships with the people they serve, especially with minors and individuals at risk.

As a volunteer, I promise to strictly follow and adhere to the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children, youth and individuals at risk of our parish/school.

As a volunteer, I will: _____

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children/youth or individuals at risk. i.e., in a residence, sleeping facility, locker room, dressing facility or other closed room or isolated area.
- Use positive reinforcement rather than criticism, competition, or comparison when volunteering.
- Refuse to give or receive any gifts without approval from appropriate administrators.
- Report suspected abuse of a minor to the Department of Health and Family Services, local civil authorities and the program administrator. Failure to report suspected abuse to civil authorities is a misdemeanor. Also contact the Diocesan Assistance Coordinator at 920-272-8174.
- Report suspected abuse of an individual at risk to the Wisconsin Bureau on Aging and Long-Term Care Resources telephone line at 608-266-2568. Ask for the contact names and numbers for Adult Protective Services in your home county.
- Call 911, police, or the hospital emergency room if someone is in imminent danger,
- Cooperate fully in any investigation of abuse.
- Be responsible for maintaining clear professional boundaries if an inappropriate personal or physical attraction develops between myself and children/youth or individuals at risk.
- Use a team approach to managing emergency situations.

As a volunteer, I will not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol or illegal drugs at any time while volunteering.
- Pose any health risk (i.e., no fevers or other contagious situations).
- Touch anyone in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates others.
- Use profanity.
- Take photos of minors while they are undressing or are unclothed.

Confidentiality

Trust is one of the cornerstones in all pastoral relations. Volunteers should understand they have an ethical duty not to disclose confidential information they may come upon during the course of being a volunteer.

Conflicts of Interest

Avoid all situations that might present a conflict of interest. Even the appearance of a conflict of interest can call integrity and professional conduct into question.

Ethical Misconduct

Volunteers have a responsibility for maintaining the highest ethical standards. When an uncertainty exists about a situation or that violates religious, moral, or ethical principles, discuss the issue with your supervisor.

Acknowledgement

I understand that as a volunteer working with children, youth or individuals at risk, I am subject to a thorough background check including criminal history and completion of the VIRTUS Protecting God's Children Adult Awareness Session. 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.

The Diocese of Green Bay will not tolerate the sexual abuse or sexual exploitation of a minor or individual at risk by a volunteer who is in the service of the Diocese.

AGREEMENT FORM FOR VOLUNTEERS

As a condition of my volunteer service in this local church, I agree to strictly follow and adhere to the *Code of Pastoral Conduct for Volunteers* of the Diocese of Green Bay. Moreover, I understand that such is necessary for me to maintain volunteer service in this local Church.

_____ _____

Print Name Date

_____

Signature