



# Church of the LITTLE FLOWER

*Office of Religious Education*

## CATECHIST/VOLUNTEER CONTACT INFORMATION SHEET

Full Name: \_\_\_\_\_

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

\_\_\_\_\_

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

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

*May we send text message alerts to this line?*      Yes      No

Emergency Contact: \_\_\_\_\_

Relationship to Volunteer: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_



## **Archdiocese of Miami**

### **Volunteer Pledge to Promote Safe Environment**

As a volunteer in the Archdiocese of Miami, I am committed to being a person of good moral character and to be conscious of the unique authority and responsibility that I hold due to the trust placed in me by way of service to minors or vulnerable adults. I am expected to uphold the following Pledge to Promote a Safe Environment which covers activities in which I may be working with minors or vulnerable adults. The Pledge supports the Archdiocesan policy outlined in “Creating and Maintaining a Safe Environment for Children and Vulnerable Adults.” I also declare that I have read the following and have been given a copy for reference. Based on the following I pledge to:

1. Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration, regardless of the circumstances of the encounter.
2. Assume the full burden of responsibility for setting and maintaining clear and appropriate physical and emotional boundaries with minors or vulnerable persons.
3. Avoid situations that would present unsupervised one-on-one contact with a minor or vulnerable person.
4. Use positive reinforcement rather than criticism, competition or comparison when working with others, especially minors or vulnerable persons.
5. Show prudent discretion in the expression of affections used with minors or vulnerable adults and to adhere to the **PAN** principle-- keeping all touch **Public Appropriate and Nonsexual**. Discretion should include refraining from giving or receiving gifts from minors or vulnerable adults, and/or their parents except small tokens of appreciation on occasions such as Christmas or birthdays.
6. Avoid any covert or overt sexual behavior with minors or vulnerable adults even if they initiate such behavior. This includes seductive speech or gestures as well as physical contact that sexually abuses, exploits, or harasses a person.
7. Never initiate sexual behavior with a minor or vulnerable adult. Such behavior, if witnessed, must be reported to a supervisor immediately.
8. Report suspected abuse to the legal authorities by contacting the Department of Children and Families, DCF, at **1-800-96ABUSE (1-800-962-2873)** and to notify my supervisor of the report, including the case number, as soon as possible. I understand that failure to report suspected abuse to civil authorities is a crime.
9. Cooperate fully in any investigation of abuse of minors or vulnerable persons.

10. Exercise care to avoid exposing others when suffering from a contagious condition such as the flu, fever, or cold.
11. Never possess, consume, or offer alcohol products, tobacco products or illegal drugs, nor be under the influence of alcohol or illegal drugs, when engaged in any ministry of the Archdiocese of Miami especially with minors or vulnerable persons.
12. Never humiliate, ridicule, frighten, threaten, or degrade anyone especially minors or vulnerable persons including when applying discipline.
13. Never strike, spank, shake, or slap anyone especially minors or vulnerable persons.
14. Never touch anyone, especially minors or vulnerable persons in a sexual or other inappropriate manner.
15. Never use profanity in the presence of anyone especially minors or vulnerable persons.
16. Never allow a situation where a child or vulnerable adult is alone in a car with an adult if that adult is neither the parent nor guardian.
17. Never share a bedroom with anyone with whom I am in ministry, especially minors or vulnerable adults.
18. Never provide anyone, especially minors or vulnerable adults, with videos, readings or graphic materials which are inappropriately sexual in nature.
19. Never communicate electronically, including social networking sites and text messaging, with minors or vulnerable persons, except as specifically authorized by school policy. Parents/guardians should be the primary contact source and all communication must be copied to the supervisor.
20. Never engage in sexual behavior over the internet with those in my ministry and/or anyone, especially minors or vulnerable adults, when engaged in ministry.
21. Immediately report suspected violations of the Pledge to the Principal, Program Director or Clergy. If the suspected violator is the Principal, Program Director or Clergy the report should be made to the Vicar General (305-762-1220).

I pledge to follow these guidelines in my relationships with all persons with whom I have contact in my ministry, especially minors or vulnerable adults.

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

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

Institution: \_\_\_\_\_

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

## VIRTUS SAFE ENVIRONMENT TRAINING

To register for a Virtus “protecting God’s Children for Adults” Session:

- Navigate to [www.virtusonline.org](http://www.virtusonline.org)
- Click the yellow “REGISTRATION” on the left hand side of the page
- Choose MIAMI as the location to view list of available sessions
- Select desired session and follow the prompts to register

Virtus training sessions run approximately three (3) hours long. Due to the subject matter, children are not allowed in the session. Participants will not be allowed to enter if arriving late. Attendance will not be counted if they leave early.

Upon completing the training, you can log in to your Virtus account to print out your training certificate. It may take a few days for the certificate to become available. Please provide a copy of your training certificate for Church records.

Virtus Online will begin sending out a monthly bulletin which you must read and then correctly answer a question at the end to complete. In order to volunteer with the Church, you must have all bulletins completed.

## FINGERPRINTING/FDLE BACKGROUND CHECK

Church Personnel and volunteers who will be in contact with children and/or vulnerable adults must pass an FDLE Level 2 Background Check BEFORE beginning their volunteer service. Fingerprints must be done by appointment through FIELDPRINT. *Please do not go to your local Police Station do get fingerprints done there.*

To register for the background check:

- Navigate to [www.fieldprintflorida.com](http://www.fieldprintflorida.com)
- Click “Schedule an Appointment” (Registration may be done in English or Spanish)
- Create a secure username & password to enter the Scheduling System
- Under “Reason why you need to be fingerprinted”
  - Select “I know my Fieldprint Code”
  - Enter **FPAOMParishVol** (Note: The code is CASE SENSITIVE)
- Provide all information requested in the subsequent registration pages.
- The website will prompt for information to find a local fingerprinting facility to schedule an appointment. Instructions, directions, maps and photos will all be provided directly on the registration website.

If additional questions or problems arise, please contact Fieldprint Customer Service at 1-800-799-1067 or email [CustomerService@fieldprint.com](mailto:CustomerService@fieldprint.com). You may also select the “Contact Us” link on the website.