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*Handbook updated January 2013*
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Catholic Charities Prayer

Oh Lord, our God, source of all love, we come in the name of Your Son, Jesus Christ, to ask Your blessing on Catholic Charities. Open wide our hearts to those who urgently need a helping hand and tender care.

Send Your Holy Spirit to guide and direct our efforts to respond to those in need, work to improve social condition for all Your people, and call others to do the same.

Help us become fully Catholic through sharing our gifts with each other and with all who are hindered by poverty or isolation.

May we do Your work with charity, Your gift of healing love, which reached beyond daily needs to touch our hearts.

We praise You and bless You, Lord, for Your many gifts to us and for the blessing we receive. May we share them generously with our brothers and sisters. Hear our prayer in the name of Jesus who is Christ the Lord.

--Amen
CATHOLIC CHARITIES MISSION

In response to the teachings of Jesus Christ, the mission of Catholic Charities Archdiocese of St. Louis is to serve people in need, especially those who are poor and vulnerable; to work to improve social conditions for all people in the community; and to call members of the Church and community to do the same.

This Mission Statement serves all of the Agencies of the Catholic Charities Federation. Each Agency also has a Mission Statement particular to its unique work.

CATHOLIC CHARITIES VALUES AND IDENTITY

Catholic Charities is open to receiving the gifts of service of all people of good will. All Catholic Charities volunteers, regardless of personal religious affiliation, represent Catholic Charities before the larger community and are expected to act in ways that respect and represent the values of Catholic Charities. This is the same standard expected of professional staff members of Catholic Charities. These values are articulated in a Code of Ethical Conduct subscribed to by each Agency of the Catholic Charities Federation. See Appendix for the Catholic Charities Federation Code of Ethical Conduct.

Catholic Charities is an integral part of the Archdiocese of St. Louis. Religious symbols in public and common areas of Catholic Charities agencies are in the Roman Catholic tradition. The Catholic Charities prayer recited at most meetings is a Christian prayer. The Archbishop of St. Louis is the ultimate authority in governance and participates in many Catholic Charities functions.

Catholic Charities is intended to serve people in need, not to provide services exclusively for Catholics by Catholics. Many professional staff members are not Catholic, most clients are not Catholic and volunteer staff members also profess many religious affiliations. Catholic Charities seeks to respect the differences we bring to our common desire to help people. We come together, in mutual respect, to reach out to those we serve in the same spirit of respect, to encourage and be encouraged by each other, and to strive together to make our community a better place for all of us to live.

We serve others, not because they are Catholic but because we are Catholic. Justin Cardinal Rigali, then Archbishop of St. Louis John M. Lally Lecture November 28, 2001
Catholic Charities Federation Agencies and Programs

Catholic Charities Archdiocese of St. Louis traces its beginning to 1912, when Archbishop John J. Glennon called together all of the charities associated with the Church, including the Catholic hospitals, to bring about cooperation and set standards for service to the community. Archbishop Glennon's idea was one of many similar efforts by the American Bishops of that time. Eventually, Catholic Charities USA was formed, and at present, any "Catholic Charities" is attached in some way to a Catholic Diocese or Archdiocese and is considered a means of identifying the charitable works of the Church. Other charities under some form of Catholic sponsorship continue to be independently run.

Over the decades, many changes have occurred, and at present, Catholic Charities Archdiocese of St. Louis is a Federation Model of separately incorporated Agencies, each with its own Board of Directors, operating more than 100 Programs that benefit more than 155,000 individuals annually. More than 1,300 full-and-part-time professional staff members and more than 5000 volunteer staff members provide service and are aided by donors of financial gifts and gifts-in-kind. Catholic Charities also receives spiritual support from people who pray for those who receive help and for those working to provide help to people in need. Catholic Charities Archdiocese of St. Louis is one of the largest private providers of social services in the State of Missouri and one of the larger Catholic Charities operations in the United States.

To help achieve coordination within our large system, Federation Agencies are placed within one of three Clusters that identify an Agency’s primary focus: 1) Children’s Services; 2) Senior Adult Services; and 3) Family and Community Services.

Children’s Services

In Summer 2006, Child Center of Our Lady and Marygrove combined to form Marygrove as it is today. Marygrove provides diagnosis, therapy and treatment, education, and health care in a closely supervised program for children and youth, from birth to 21 years, with options for residential care and day treatment.

In Summer 2007, Catholic Services for Children and Youth, Father Dunne's Newsboys' Home, Marian Hall Agencies (including Villa Maria Center for pregnant teens), and St. Joseph's Home and Family Support Services combined and adopted the title Good Shepherd Family and Children’s Services. Primary programs include foster care and adoption services, expectant parent education and residential care, residential care for adolescent young women and men, transitional group homes for young adult women and men and case management providing an individualized treatment plan to meet the unique needs of each child and family.

The greatest challenge of the day is: how to bring about a revolution of the heart, a revolution which has to start with each one of us.

--Dorothy Day
Senior Adult Services

Cardinal Ritter Senior Services, the largest Agency within Catholic Charities Federation, has multiple locations providing a continuum of care and services to improve the lives of senior adults. Programs include independent living and assisted living residences, long-term skilled nursing care, homemaker services, adult day care and social services. Cardinal Ritter Senior Services also sponsors the Federally-sponsored Foster Grandparent Program throughout St. Louis City and County.

Family and Community Services

Agencies and programs serving families and the larger community provide a diversity of programs.

Catholic Charities Community Services includes refugee resettlement services, the Housing Resource Center, Legal Assistance and six outreach centers, each of which responds to the unique needs of its neighborhood. Included are after-school and summer youth programs, support groups for mothers, in-home healthcare visits, wellness programs for senior adults, social services and referral services and limited emergency financial and other assistance depending on the need.

Catholic Family Services provides mental health services by licensed therapists with psychiatric consultation to individuals and families at six locations. Other services include the School Partnership Program, which provides counseling for families of troubled students; the Fatherhood Initiative, which strives to help non-custodial Fathers form responsible and healthy relationships with their children; and translation and interpreter services for immigrants and refugees through Language Access Metro Project (LAMP).

Queen of Peace Center provides day treatment and residential rehabilitation services for women recovering from alcohol and substance abuse. The needs of their children are the focus of Peace for Kids, a licensed daycare center.

St. Martha's Hall helps women fleeing domestic violence and their children to recover from the effects of personal abuse by offering shelter, counseling and education.

St. Patrick Center helps people who are homeless, including those also suffering from mental illnesses and chemical addictions, to achieve personal goals for independence, employment and a home. Included are programs for living skills and employment skills education; substance abuse treatment; help with basic needs; Rosati Transitional Living Center for long-term residential care; and McMurphy's Grill, a Class A restaurant training in food service skills.
The Role of Volunteers at Catholic Charities

Individuals and groups who donate time to the works of Catholic Charities are valued members of a team that strives together to help people in need. This team is comprised of professional (paid) staff members, donors of time (volunteer staff members), donors of money and material goods, and people who pray for others in need and the success of our efforts to help. Members of the team often fulfill more than one of these functions.

Preparation for Service: Requirements

Criminal Record and Child Abuse/Neglect Screening
Volunteer staff members, no matter where they serve in the Catholic Charities Federation, are subject to a child abuse or neglect and criminal record screening prior to beginning service and in every even-numbered year thereafter. All information related to the screening is kept in confidence in a secure place.

If a volunteer wishes to serve at more than one Catholic Charities Federation Agency or transfer to another site, only one current screening record is required. The agency volunteer will be asked to sign an Authorization to Transfer Information so the background check can be shared between locations. The Authorization to Transfer Information form is available to the Agency.

Orientation to Catholic Charities Federation
Orientation is intended to introduce all volunteers to the Catholic Charities Federation, wherever they might be serving in the Federation. Included in this orientation is the Protecting God's Children program, signing of the Commitment to Ethical Conduct for Clergy, Employees and Volunteers Working with Minors and education on the Health Insurance Portability and Accountability Act (HIPAA). In addition, volunteers are invited to attend applicable employee trainings.

Each Agency is responsible for orienting new volunteers to the specific work of the Agency and for providing information about the volunteer's specific roles and responsibilities.

Protecting God’s Children Program
All Catholic Charities volunteers (including those who are not working directly with children) are required to attend the Protecting God's Children program, which is intended to educate adults in the prevention of sexual abuse of children. Attendance must be verifiable, either by certificate provided by the volunteer or through the Archdiocesan roster of attendees. The Archdiocese provides many opportunities for attendance. Volunteers under the age of 17 are required to have written permission from a parent or guardian to attend the program.
Commitment to Ethical Conduct for Clergy, Employees and Volunteers Working with Minors
This form, required by the Archdiocese of St. Louis, must be signed in addition to completion of the Protecting God’s Children program. See Appendix for the Commitment to Ethical Conduct document and signature form.

Health Insurance Portability and Accountability Act (HIPAA)
Confidentiality and security of health information and records is covered by HIPAA. Volunteers who might have access to health information about clients or who work directly with clients must be trained in and adhere to the requirements of the Health Insurance Portability and Accountability Act. See Appendix for information on HIPAA and a copy of the Training Certification form.

Volunteers Providing Transportation Services
Besides all the other screening procedures required of volunteer staff members, volunteers who provide transportation services (of clients or goods) are required to undergo and successfully complete a driving record screening; provide proof of a driver’s license required for the vehicle to be driven; and provide proof of adequate personal insurance coverage.

Other Requirements. Depending on the nature of their work, some agencies and programs have additional requirements before a volunteer may begin to serve.

General Policies

Americans with Disabilities Act Compliance
If a prospective volunteer has a disability but no other impediments to providing needed services, every effort will be made to place that person in an Agency that needs the volunteer’s help and is accessible to the volunteer.

While newer locations for Catholic Charities services are physically accessible in compliance with the Americans with Disabilities Act, there are a few locations that cannot be made compliant to the norms for accessibility.

There is a variety of gifts but always the same Spirit; there are all sorts of service to be done, but always to the same Lord; working in all sorts of different ways in different people, it is the same God who is working in all of them.

1 Corinthians 12:4-7
Diversity and Equal Opportunity
Catholic Charities is committed to welcoming as volunteer staff members all persons of good will who want to share in our work. We consider each person’s interest in volunteering a compliment to our reputation and the quality of our services.

Catholic Charities subscribes to the principle that all individuals are entitled to equal employment opportunities without regard to race, color, religion, sex, national origin, citizenship, age, sexual orientation, disability, military or veteran status or any other characteristic protected by law. Individuals who would like to volunteer enjoy the benefits of this same principle.

Harassment Prohibition
Catholic Charities subscribes to the policy of the Archdiocese of St. Louis in commitment to a working environment that is free from unlawful discrimination and any type of harassment. Harassment is prohibited by, from and toward anyone, including any manager, director, supervisor, professional staff member, volunteer, student, vendor, visitor or client.

Harassment involves unwelcome conduct, whether verbal, physical or visual, which targets a person’s status as protected by law. These categories include age, ancestry, citizenship, color, creed, disability, gender, marital status, national origin, race, religious persuasion, political belief, pregnancy, sex, sexual orientation, veteran status or other categories protected by law.

Sexual harassment deserves special mention and involves unwelcome sexual advances, requests for sexual favors, or other physical, verbal or visual conduct of a sexual nature.

Volunteer staff members share with professional staff members in ensuring a harassment-free work place. An incident of harassment should be reported immediately to the volunteer’s professional staff supervisor. If the supervisor is the person involved in the accusation, the incident should be reported to the Executive Director of the Agency. If necessary, the Catholic Charities Vice President with oversight of the Agency should receive the report. Refer to Grievance Procedures under Expectations and Procedures.

Illegal Substances and Alcohol Prohibition
Volunteers share in responsibility for Catholic Charities’ policy of promoting a work place free of illegal drugs, including prohibition of the use of, being under the influence of, dispensing of, distribution, possession or manufacture of illegal drugs and narcotics on Agency property and work sites. Alcoholic beverages and the use thereof, while legal for those over 21, also are included in the above prohibition. Volunteers who attempt to serve while under the influence of illegal drugs or alcohol are subject to correction, including dismissal.
Photo and Video Release Policy
A volunteer who is asked to be photographed or videotaped on behalf of Catholic Charities or any Catholic Charities Agency must sign an Individual Consent, Permission Agreement, and Release form, which makes said photograph or videotape the property of Catholic Charities and also holds Catholic Charities harmless from any use of such photograph or videotape beyond its control. A volunteer under the age of 17 must have the signature of a parent or guardian. This form is available to the Agency. A signed copy will be made available to the volunteer for each photography or videotaping session.

Workplace Violence and Weapons Prohibition
Volunteers share in responsibility for Catholic Charities' policy of promoting a safe work place environment. Catholic Charities has a "no tolerance" policy against any acts or threats of workplace violence including, but not limited to, physical attacks, threats, offensive acts or remarks, harassment, intimidation, coercion, menacing or aggressive or disruptive behavior on Agency premises. Individuals who engage in violent or threatening behavior may be removed from the premises and may be subject to disciplinary action, including criminal penalties. Other than a duly-licensed officer of the law, no person shall possess any firearm or other weapon on any Catholic Charities Agency property.

Expectations and Procedures

Confidentiality
Volunteers may be entrusted with and/or become aware of sensitive information about professional or volunteer staff members, donors and clients, or activities and plans within Catholic Charities Federation Agencies and programs. State and Federal laws protect the confidentiality of certain records. (Refer to Health Insurance Portability and Accountability Act policy in Appendix.)

Information designated "confidential" should be discussed with no one outside Catholic Charities and discussed internally only with one's supervisor or, if necessary, with other professional staff members on a "need to know" basis.

Volunteers also have a responsibility to avoid unnecessary disclosure of non-confidential matters. These policies are not intended to impede normal communications or relationships but to alert volunteers to an obligation to use discretion to help safeguard Catholic Charities matters and interests.

In turn, Agencies are expected to keep personal information and records about volunteers in the same manner used to protect records concerning professional staff members.

Preach the Gospel at all times. If necessary, use words.
--St. Francis of Assisi
Dress Code
Catholic Charities volunteer staff members are representatives of Catholic Charities while serving. A volunteer’s manner of dress should be appropriate for the work being done and appropriate for the place where the work is being done.

Extreme styles of dress, especially revealing styles, are not appropriate, can undermine one’s ability to gain and maintain respect, can be a distraction in relationships and diminish a volunteer’s ability to be helpful. A volunteer’s professional staff supervisor should be consulted if there are doubts or questions about appropriate dress.

Equipment Use
Volunteer staff members who use a computer in their work are required to sign the Catholic Charities Archdiocese of St. Louis Technology Policy Statement, the same form signed by professional staff members. See Appendix for a copy of the Technology Policy Statement.

A second statement, Catholic Charities Federation Off-Site Confidentiality Agreement, must be signed by volunteers who might provide computer services off-site; for example, from home. This also is the same form signed by professional staff members. This form is available to the Agency. The Agency will provide a signed copy to the volunteer if an off-site agreement should ever be needed.

Because of expense and the need to keep equipment free for business use, volunteer staff members are asked to avoid using computers, copiers or fax machines for non-Agency business. Personal telephone calls should be kept to a minimum number and length. Exceptions should be sought from the volunteer’s professional staff supervisor.

Smoking and Use of Tobacco Products
Smoking and use of tobacco products in any form are prohibited within all buildings related to Catholic Charities. The volunteer’s professional staff supervisor should be consulted on how to cooperate with this policy if the volunteer is unable to complete a shift without a tobacco break.

Lord, take me where You want me to go. Let me meet who You want me to meet. Tell me what You want me to say. And keep me out of Your way.
--Mychal Judge, OFM New York City Fire Department Chaplain RIP 9/11/01
Solicitation of Goods and Services
During their volunteer shifts and on Catholic Charities property (including parking facilities), Catholic Charities volunteers may not sell products of any kind or distribute literature of any kind to Catholic Charities professional staff or other volunteers, clients, or guests of Catholic Charities.

Those who volunteer to offer professional services, or services that might be paid for under other circumstances (for example, real estate counseling, financial management, legal assistance, tutoring, haircutting, landscaping, etc.) may not advertise or solicit to gain paid business from Catholic Charities professional staff or volunteer staff members, clients or guests.

This policy also applies to services and goods provided by relatives and friends of volunteer staff members. Use of information concerning Catholic Charities telephone numbers and e-mail addresses for purposes of solicitation is prohibited.

Young Volunteers
It is in the best interests of the Church and the community to encourage the volunteer service of children and teens. Finding ways to help other people is an important part of becoming—and being—a person of faith who does good works and a compassionate citizen. Because of the nature of their work, not all Catholic Charities Federation Agencies are able to use the help of young volunteers in direct service, but all Agencies have opportunities for young volunteers to participate in helping in some way. Under most circumstances, individual volunteers under the age of 14 must be accompanied by a parent or guardian or some other adult delegated by a parent or guardian. Groups of young volunteers should be accompanied by enough adults to ensure a safe, helpful and meaningful experience.

Volunteers between the ages of 14 and 17 may, under appropriate circumstances, be able to serve without bringing their own adult supervision. The circumstances are defined by each Agency. Volunteers under the age of 17 who offer ongoing service (for example, in the Faith Sharing Program) may be required to have parental consent for certain program requirements.

Catholic Charities has happily received the volunteer service of children of all ages. Most good ideas are possible!

It is how we live our lives that determines what kind of people we are. It is my deepest belief that only by giving our lives do we find life.
--Cesar Chavez
Supervision and Discipline

As with professional positions at Catholic Charities Agencies, all volunteer positions are considered "at will," meaning a volunteer may resign for any or no reason and a volunteer may be terminated for any or no reason.

Each volunteer staff member will have a professional staff member as supervisor. Formal duties required of the supervisor include:

1) responsibility for reviewing job description(s) with the volunteer;
2) conducting a regular evaluation, in writing, of the volunteer’s work, allowing the volunteer the opportunity to sign, to obtain a copy of, and to provide comments regarding the review.
3) offering an exit interview when the volunteer leaves the work.

On an ongoing basis, the supervisor’s relationship with the volunteer is intended to be supportive and collaborative, so that the volunteer is clear about tasks to be performed, has the means to complete the task successfully and is recognized as a valuable and valued member of the team.

Corrective Action Corrective action related to a volunteer staff person’s work and behavior at work are the responsibility of the volunteer’s supervisor.

Grievance Procedure If a volunteer has a grievance, a written letter may be submitted describing the nature of the complaint. The first person to consult/report to in the case of a grievance is the volunteer’s professional staff supervisor. If the grievance concerns the volunteer’s supervisor, the volunteer may consult that staff’s supervisor or the Executive Director of the Agency. If necessary, the President of Catholic Charities with oversight of the Agency may be consulted. Complaints are treated confidentially to the extent possible, and retaliation against anyone making a complaint is not tolerated. All grievances will be investigated thoroughly by the volunteer’s supervisor, unless the grievance involves the supervisor, in which case complaints will be investigated by that person’s supervisor or Executive Director of the Agency. Any improper conduct will be corrected up to and including termination of the party found to be at fault. The volunteer will be informed of the resolution within a reasonable amount of time and may request an appeal if necessary. A copy of the grievance and the resolution to the grievance will be maintained in the volunteer’s record.

Wherever there are people in need of food and drink, clothing, housing, medicine, employment, education; wherever men lack the facilities necessary for living a truly human life or are tormented by hardships or poor health or suffer exile or imprisonment, there Christian charity should seek them out and find them, console them with eager care and relieve them with the gift of help. This obligation is imposed above all upon every prosperous person and nation.

--Vatican II Decree on the Apostolate of the Laity, Chapter 11:8
Recognition

Compensation

A volunteer’s compensation for their time spent is “paid” in gratitude from others and in satisfaction from within oneself. Volunteer staff members should expect frequent expressions of gratitude and periodic formal recognition of their work.

Agencies are encouraged to observe National Volunteer Week, plan events for recognizing their volunteers, and in all ways possible, treat volunteers as respected members of the team, sharing the joys and challenges of working to help people in need.

Volunteer Satisfaction

At Catholic Charities, volunteers are an important part of the team, and they are encouraged to utilize their abilities and creativity to support our mission. Catholic Charities recognizes and values the work of volunteers and strives to collect feedback to continue improving volunteers’ experiences. Each agency will be responsible for collecting this feedback through surveys and/or supervision of regular volunteers. In order to ensure a satisfying experience for all volunteers, honest feedback is appreciated.

Those who practice charity in the Church’s name will never seek to impose the Church’s faith upon others. They realize that a pure and generous love is the best witness to the God in whom we believe and by whom we are driven to love. A Christian knows when it is time to speak of God and when it is better to say nothing and to let love alone speak. He knows that God is love (cf. 1 John 4:8) and that God’s presence is felt at the very time when the only thing we do is to love.... It is the responsibility of the Church’s charitable organizations to reinforce this awareness in their members, so that by their activity—as well as their words, their silence, their example—they may be credible witnesses to Christ.

--Pope Benedict XVI Encyclical Letter “Deus Caritas Est” (“God is Love”)
Volunteer Rights

As a Catholic Charities volunteer, you are a member of a team of helpers working to improve the lives of people in need and a benefactor, a donor of life’s most precious gift, your time.

As a volunteer staff member of Catholic Charities, you have the right to:

- Meet professional staff members and other volunteers and be welcomed from the beginning of service.
- Be treated with the same respect as professional staff members.
- Expect appropriate task and be informed of how the task contributes to the organization’s work.
- Receive appropriate training, supervision, ongoing direction, and consultation in order to succeed in assigned tasks.
- Receive clear instructions and answers to questions.
- Be personally heard in the event of a suggestion, concern or grievance.
- Decline a particular task.
- Be kept informed of the organization’s activities and changed therein.
- Receive recognition for your contribution to the work, informally and formally.
- Be included in celebrations, observances and training opportunities pertinent to your work.
- Request a record of hours served and references from appropriate professional staff members.
- Review, add, or correct information contained in your personal record.

*God has no hands or feet or voice except ours, and through these, God works.*

---St. Teresa of Avila
Volunteer Responsibilities

As a Catholic Charities volunteer, your work is a vital part of Catholic Charities' efforts to help people in need. As a volunteer staff member, you join with professional staff members to fulfill our common mission.

As a volunteer staff member of Catholic Charities, you have the responsibility to:

- Promote the work of Catholic Charities and share the Catholic Charities mission with others in the community.
- Be a positive role model for those you serve with and those you serve.
- Notify your professional staff supervisor as soon as possible of a schedule change and arrive for and leave your agreed assignment on time.
- Follow all policies and procedures outlined by professional staff, whether written or oral, and ask questions when instructions or expectations are unclear.
- Notify professional staff of inappropriate practices or situations and allow professional staff to take control in crisis situations.
- Protect the confidentiality of clients and donors and share information about your work only with those who need to know.
- Complete assignments you agreed to assume.
- Avoid giving gifts, loaning money or providing services outside the agency to clients without prior approval from the professional staff supervisor.
- Avoid receiving gifts from clients and share that a gift has been given by a
- Share information on community opportunities and activities that may benefit Catholic Charities agencies and clients.

*It is not how much you do, but how much love you put in the doing.*

*Blessed Teresa of Calcutta*
APPENDIX
Appendix

Archdiocese of St. Louis Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors

Catholic Charities Federation Agency Code of Ethical Conduct Health Insurance Portability and Accountability Act (HIPAA)--Overview
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  Staff/Volunteer Confidentiality Agreement
  Technology Policy

Volunteer Placement Services within Catholic Charities Federation
Foster Grandparent Program Retired and Senior

September 26, 2003
ARCHDIOCESE OF ST. LOUIS

CODE OF ETHICAL CONDUCT FOR

CLERGY EMPLOYEES AND VOLUNTEERS WORKING WITH MINORS

*All volunteers are expected to uphold this code of ethics not only in interactions with minors, but also in interactions with clients of all ages.
INTRODUCTION

On June 14, 2002 — at its Summer Meeting in Dallas — the United States Conference of Catholic Bishops approved the Charter for the Protection of Children and Young People. Article six of the Charter states that “there will be clear and well-publicized diocesan/eparchial standards of ministerial behavior and appropriate boundaries for clergy and for any other church personnel in positions of trust who have regular contact with children and young people.”

Until now in the Archdiocese of St. Louis there have been guidelines or other directives published at various times and pertaining to particular groups which have specified such standards and boundaries. Following the approval of the Charter the task was undertaken to produce a single document which would be normative for all clergy, employees and volunteers working with minors in the Archdiocese of St. Louis.

An initial draft document was developed by a committee appointed for this purpose. A process of consultation followed among those with competence for its particular aspects. This consultation produced helpful comments and suggestions for the clarity and precision of the document as it appears here in its final form.

I am now pleased to promulgate the Archdiocese of St. Louis Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors. As of this date it becomes normative in the Archdiocese of St. Louis.

This Code of Ethical Conduct represents yet one more among our continuing efforts in the Archdiocese of St. Louis to do everything possible to protect children and young people. Our commitment to do so is strong. Our resolve is firm. For the rest we rely on the power of God.

Archbishop Justin Rigali
Apostolic Administrator

26 September 2003
ARCHDIOCESE OF ST. LOUIS
CODE OF ETHICAL CONDUCT FOR
CLERGY, EMPLOYEES AND VOLUNTEERS WORKING WITH MINORS

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Archdiocese of St. Louis
Commitment to Ethical Conduct for
Clergy, Employees and Volunteers Working with Minors

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ARCHDIOCESE OF ST. LOUIS
CODE OF ETHICAL CONDUCT FOR
CLERGY, EMPLOYEES AND VOLUNTEERS WORKING WITH MINORS

I. Preamble

It is God who calls people to ministry and to other forms of service in His Church and thereby in varying ways to continue the mission of Jesus Christ. Therefore, those who serve in the name of the Church must be exemplary. Clergy, employees and volunteers must at all times be mindful that they bear an awesome responsibility for the sake of the Gospel. Their personal and professional conduct can and often does inspire and motivate others to deepened faith and personal holiness. However, because of the great trust placed in the Church by God's people, the conduct of the Church's clergy, employees and volunteers can also scandalize, undermine faith and harm those whom God has entrusted to the Church's pastoral care.

It is to be understood, therefore, that all who minister, work or volunteer in the parishes, schools or other institutions, offices or agencies of the Catholic Church must at all times uphold Gospel values in their personal and professional conduct. Clergy, employees and volunteers should and will be held accountable for their behavior. They must exemplify a deep commitment to the Church and its traditions and strive after integrity of life. They must respect the rights and inherent dignity of every other human person. Valuing the pursuit of personal, spiritual and intellectual growth, they must seek to maintain a professional level of competence with regard to the ministry or work entrusted to them.

In order to maintain the highest level of accountability, there must be a clear and unambiguous blueprint of appropriate and inappropriate behavior. The intent of this Code of Ethical Conduct is to provide a set of normative standards of conduct for all clergy, employees, and volunteers engaged in ministerial and other Church related situations in the Archdiocese of St. Louis. While this Code is not exhaustive in the variety of situations specifically mentioned, it is to be understood that the standards set out herein are to be considered normative for every pastoral or other Church related setting.

Responsibility for adherence to this Code of Ethical Conduct rests with the individual. Any member of the clergy, employee or volunteer who violates this Code will be subject to appropriate remedial action by the competent authority in each case. Corrective action may take various forms depending on the specific nature and circumstance of the offense, including but not limited to, an oral or written citation or even removal from ministry, termination of employment or discontinuance of one’s volunteer efforts.
II. Personal and Professional Interactions

1. Integrity

All clergy, employees and volunteers must maintain a presence of mind about their proper role in the circumstance in which they find themselves.

1.1 Clergy, employees and volunteers must always protect the interests and rights of those who are most vulnerable, especially minors.

1.2 Explicitly sexual interactions or even sexually suggestive interaction with persons who are served or with whom one works are never appropriate to the ministerial setting. Members of the clergy are expected to conduct themselves chastely according to their state of life.

1.3 Those who work or volunteer their service to the Church must protect the confidentiality and privacy rights of others at all times.

2. Proper Conduct for Instances of Pastoral Counseling and Spiritual Direction

Those who provide pastoral counseling and spiritual direction must respect the rights and advance the welfare of each person with whom they have this type of professional ministerial relationship.

2.1 Any counseling conducted by clergy, employees or volunteers must be within the parameters of their training or certification from a recognized association of peers or licensure from the State of Missouri. Those who provide pastoral counseling and spiritual direction must not overstep the limits of their competence. Those who provide pastoral counseling and spiritual direction should also be diligent in referring clients to other qualified professionals when appropriate or necessary.

2.2 It must always be clear, both to those who provide pastoral counseling and spiritual direction, as well as to their clients, that it is a counseling or spiritual direction relationship that is in progress.

2.2.1 This includes maintaining a clear distinction between the ministry in which they are engaged and other specialized forms of clinical therapy.

2.2.2 It includes making certain that sessions are conducted in appropriate settings and, at appropriate times, supported by a calendar record of contacts. Counseling or spiritual direction should not take place at times or in locations which could make the nature of the session ambiguous or misleading to the client. No sessions may at any time be conducted in private living quarters.
2.3 Those who provide pastoral counseling and spiritual direction should carefully consider the possible consequences before entering into a counseling relationship with someone with whom they have a pre-existing relationship (i.e., employee, professional colleague, friend or other pre-existing relationship).

2.4 Those who provide pastoral counseling and spiritual direction are not to audiotape or videotape sessions.

2.5 Those who provide pastoral counseling and spiritual direction assume the full burden of responsibility for establishing and maintaining clear and appropriate boundaries in all counseling and counseling-related relationships.

2.5.1 They are to avoid unnecessary social contact with clients during the course of counseling.

2.5.2 They are never to engage in sexual intimacies with the persons they counsel or with other persons who are close to the client, (e.g., relatives or friends). This includes consensual or non-consensual intimacies, forced physical contact, as well as the use of sexual language or comment which is inappropriate to the professional nature of the relationship.

2.5.3 Physical contact of any kind (i.e., touching, hugging, holding) between those who provide pastoral counseling and spiritual direction and the persons they counsel, especially during sessions, can easily be misconstrued and should be avoided. This prohibition of physical contact applies also to the Sacrament of Penance, except for the sacramental imposition of hands.

3. Confidentiality

Information disclosed to a Pastoral Counselor or Spiritual Director during the course of counseling, advising or spiritual direction must be held in the strictest confidence possible.

3.1 Information obtained in the course of sessions must be held in confidence, except for compelling professional reasons or as required by law.

3.1.1 If there is clear and imminent danger to the client or to others, those who provide pastoral counseling or spiritual direction may disclose to the necessary authorities only the information necessary to protect the parties affected and to prevent harm (e.g., a client that threatens harm to himself/herself or others).
3.1.2 Before disclosure is made, if feasible, those who provide pastoral counseling or spiritual direction should inform the person being counseled about the disclosure and the potential consequences.

3.2 At the outset of this type of professional relationship, those who provide pastoral counseling and spiritual direction should discuss with each client the nature of confidentiality and its limits should the client disclose intent to put self and/or others in imminent danger.

3.3 Those who provide pastoral counseling and spiritual direction should keep minimal records of the content of sessions.

3.4 Knowledge acquired from professional contact may be used in teaching, writing, homilies or other public presentations only when effective measures are taken to safeguard absolutely both the individual’s identity and the confidentiality of the disclosures.

3.5 While counseling a minor, if a Pastoral Counselor or Spiritual Director discovers that there is a serious threat to the welfare of the minor and that communication of confidential information to a parent or legal guardian is essential to the child’s health and well-being, the Pastoral Counselor or Spiritual Director should:

   Attempt to secure written consent from the minor for the specific disclosure if such is appropriate under the circumstances.

   If consent is not obtained, disclose only the information necessary to protect the health and well-being of the minor.

   Consultation with the appropriate Church supervisory personnel is required before disclosure.

3.6 In conducting group sessions, those who provide counseling must ensure that no individual is subject to trauma or abuse resulting from group interactions. The nature of the group and the parameters of confidentiality regarding all individual disclosures during group sessions are to be explained to participants at the outset. Such group interactions include pastoral counseling groups, faith formation groups, Renew groups, etc.

These obligations are independent of the sacramental seal of Confession, which demands that under no circumstance whatsoever may there be any disclosure, even indirect disclosure, of information received through Confession.
4. General Conduct

Clergy, employees and volunteers working with minors should maintain an open and trustworthy relationship between the minors and the adult supervisors.

4.1 Clergy, employees and volunteers must be aware of their own and others' vulnerability when working alone with a minor. They must always be mindful that minors, whether in a social or ministerial situation, are not to be considered as possessing the capacity to make free will and voluntary decisions. That is, wherever they are and whatever they do is only to transpire with the explicit knowledge of their parents or guardians.

4.2 Use a team approach in managing youth activities. In general, two adults should be present in situations involving minors with the exception of sacramental confession.

4.3 Clergy, employees and volunteers must always observe the following regarding interaction with minors:

4.3.1 When meeting with a minor, the office door should have a window or be left open. Do not meet with a minor if there are no other adults in the immediate vicinity.

4.3.2 Never visit a minor's home without at least one other adult present and without the expressed welcome of parents or guardians.

4.3.3 Do not drive alone with a minor for any reason on a regular basis or for any long distance.

4.3.4 All outings with minors (i.e., retreats, youth group trips, sports-related activities and overnight trips) require the presence of at least two adults at all times.

4.3.5 Adults may not share sleeping quarters with minors, unless accommodations are barrack-style with multiple adults and multiple minors in the same room, each individual having a separate bed.

4.3.6 Locker rooms, shower rooms and dressing rooms are not to be shared with minors unless another adult is present.

4.3.7 Minors are not to be accompanied into restrooms without another adult present unless the circumstance makes it absolutely unavoidable.
4.3.8 Minors should be permitted only in the public section of a rectory, never in the private living quarters.

4.3.9 Minors should never be permitted to stay overnight in the rectory, even if alone in a separate guestroom.

4.4 Physical contact with youth can be misconstrued and should occur: (a) only when completely nonsexual and otherwise appropriate and (b) never in private.

4.5 Clergy, employees and volunteers should never be involved with the illegal possession and/or illegal use of drugs and/or alcohol. They must never supply such substances to minors nor may they consume alcohol while functioning in an official capacity with minors. This includes those who are involved with children as coaches or managers of sports teams.

4.6 Clergy, employees and volunteers should not provide shared or private overnight accommodation for any minors including, but not limited to, accommodations in any Church owned facility, private residence, hotel room or any other place unless there is ample adult supervision present.

4.6.1 In rare emergency situations when accommodation is necessary for the health and well-being of the youth, the clergy, employees or volunteers should take extraordinary care to protect all parties from the appearance of impropriety and from all risk of harm.

4.6.2 A team approach should always be employed in managing such emergency situations.

4.7 Physical force or demeaning language should not be used in disciplining minors. Physical force is only permissible to protect oneself, another innocent party or a child who is out of control.

4.8 Prudent caution is to be employed regarding physical displays of affection (e.g., hugging or even social rough-housing), language and topics of conversation used with minors. At no time are any of the above appropriate if they could not also be comfortably, and with approval, carried out in the presence of the minor’s parent or guardian.

4.9 Clergy, employees and volunteers should refuse to accept expensive gifts from minors or their parents without prior written approval from the pastor or the administrator, in the case of a school, and archdiocesan agencies.

4.10 Clergy, employees and volunteers should refrain from giving expensive gifts to minors without prior written approval from the parents or
guardians and the pastor or the administrator, in the case of a school, and archdiocesan agencies.

5. Sexual Conduct

Clergy, employees and volunteers must not, for sexual gratification or intimacy, exploit the trust placed in them by the faith community.

5.1 Clergy, employees, and volunteers who are committed to a celibate lifestyle of complete continence are called to be an example of celibate chastity in all relationships at all times.

5.2 Employees and volunteers who provide pastoral counseling or spiritual direction services must avoid developing inappropriately intimate relationships with minors, other employees, or parishioners. Employees and volunteers must conduct themselves in a professional manner at all times.

5.3 No member of the clergy, employee or volunteer may exploit another person for sexual purposes.

5.4 Allegations of sexual misconduct are taken seriously and are to be reported to the competent authority in the archdiocesan office or agency, parish or school, as well as to civil authorities, if the situation involves one who is presently a minor. The norms of the Pastoral Policy Regarding Alleged Cases of Sexual Abuse of Minors by Clergy or other Church Personnel of the Archdiocese of St. Louis and the archdiocesan Policies, Procedures, and Guidelines on Child Abuse are to be followed without exception in every situation of this kind in order to protect the rights of all involved.

5.5 Clergy, employees and volunteers should review and know the contents of the child abuse regulations and reporting requirements for the State of Missouri and should follow those mandates.

6. Harassment

As is true in relationships with adults and equally applicable with minors, clergy, employees and volunteers must not engage in physical, psychological, written or verbal harassment of employees, volunteers or parishioners and must not tolerate such harassment by other Church employees or volunteers.

6.1 Clergy, employees and volunteers must maintain a professional work environment that is free from physical, psychological, written or verbal intimidation or harassment.
6.2 Harassment encompasses a broad range of physical, written or verbal behavior, including without limitation the following:
- Physical or mental abuse;
- Racial insults;
- Derogatory ethnic slurs;
- Unwelcome sexual advances or touching;
- Sexual comments or sexual jokes;
- Requests for sexual favors used as a condition of employment, or to affect other personnel decisions, such as promotion or compensation;
- Display of offensive materials.

6.3 Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive or intimidating work environment.

6.4 Allegations of harassment are to be taken seriously and reported immediately to the competent authority in the archdiocesan office or agency, parish or school. The applicable personnel policy of the archdiocese or the parish, school or agency is to be followed to protect the rights of all involved.

7. Conflicts of Interest

Clergy, employees and volunteers must in any professional interaction avoid situations that might present a conflict of interest. Even the appearance of a conflict of interest can call integrity and professional conduct into question.

7.1 Clergy, employees and volunteers should disclose all relevant factors that potentially could create a conflict of interest. Sound moral principles, uprightness, sincerity and transparent accountability must be the hallmarks of conduct for all who serve in the Church.

7.2 Conflicts of interest may also arise when the independent judgment of one providing pastoral counseling or spiritual direction is impaired by prior dealings, becoming personally involved or becoming an advocate for one person against another. In these circumstances, the counselor or spiritual director should advise the parties that he or she can no longer provide services and refer them to another counselor or spiritual director.

8. Reporting Ethical or Professional Misconduct

Clergy, employees and volunteers have a duty to report their own ethical or professional misconduct and the misconduct of others.

8.1 Clergy, employees and volunteers must hold each other accountable for maintaining the highest ethical and professional standards. When there is
an indication of illegal actions by clergy, employees or volunteers, the
proper civil authorities should be notified immediately as well as the
competent authority at the archdiocesan office or agency, parish or school.

8.2 When an uncertainty exists about whether a situation or course of conduct
violates this Code of Ethical Conduct or other religious, moral or ethical
principles, consult with the Archdiocesan Director of Human Resources,
others who are knowledgeable about ethical issues or the Review
Administrator of the Gennesaret committee.

8.3 When it appears that a member of the clergy, an employee or a volunteer
has violated this Code of Ethical Conduct or other religious, moral or
ethical principle, the matter is to be reported to the employment supervisor
or next higher authority or the Review Administrator of the Gennesaret
committee.

8.4 The obligation of those who provide pastoral counseling and spiritual
direction to report client misconduct is subject to the duty of
confidentiality. However, any agreement or duty to maintain
confidentiality must yield to the need to report misconduct that threatens
the safety, health or well-being of any of the persons involved as provided
for in Section 3.1.

9. Administration

Employers and supervisors should treat clergy, employees and volunteers justly in
the day-to-day administrative operations of their ministries.

9.1 Personnel and other administrative decisions made by clergy, employees
and volunteers must meet the requirements of civil and canon law and be
consistent with Catholic social teachings and this Code of Ethical
Conduct.

9.2 No member of the clergy, employee or volunteer may use his or her
position to exercise unreasonable or inappropriate power and authority.

9.3 Clergy, employees and volunteers providing services to minors must read
and sign the Code of Conduct before providing services.

10. Clergy, Employees and Volunteers Well-being

Clergy, employees and volunteers have the duty to be responsible for their own
spiritual, physical, mental and emotional health.
10.1 Clergy, employees and volunteers should be aware of warning signs that indicate potential problems with their own spiritual, physical, mental and/or emotional health.

10.2 Clergy, employees and volunteers should seek help immediately whenever they notice behavioral or emotional warning signs in their own professional and/or personal lives.

10.3 Clergy, employees and volunteers must address their own spiritual needs, at the heart of which are frequent participation in the celebration of the Eucharist and the Sacrament of Penance. Support from a Spiritual Director is highly recommended.

10.4 Inappropriate or illegal use of alcohol and drugs is prohibited.

11. The Use of Electronic Media & Electronic Devices

11.1 When communicating with a child or youth using any form of electronic media or an electronic device it is essential that the communication is consistent with Catholic values. It should be respectful to both the child as well as the parent and direct in nature as to avoid any misunderstanding.

Always make every attempt to be transparent when communicating with a child or youth by including parents and/or other adults in ministry. Private messages should be avoided when possible.
Archdiocese of St. Louis

Commitment to Ethical Conduct for
Clergy, Employees and Volunteers Working with Minors

Our children are the most important gifts God has entrusted to us. I promise to follow strictly the rules and guidelines in the *Archdiocese of St. Louis Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors* as a condition of my providing services to the children and youth of our Archdiocese.

I understand that since I may be working with minors, I will be subject regularly to a thorough background check including criminal history. I understand that any action inconsistent with this *Archdiocese of St. Louis Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors* or failure to take action mandated thereby may result in my removal from my position of working with minors.

I further understand that I may, as a condition of continuing in my position, be required to participate in education and training provided by the Archdiocese or the school, parish or agency with which I am associated.

Printed Name: ________________________________

Signature: ________________________________

Date: __________________
Catholic Charities Federation
Agency Code of Ethical Conduct

1. All policies, programs and practices shall support: the sanctity and dignity of human life from the moment of its conception until natural death; the value and integrity of the human person; the sacredness of the union of man and woman in marriage; and the central role of the family in human life and society.

2. It will identify itself as a means by which the Church seeks to fulfill its social mission in the pluralistic community. It will seek support of the people of God through representation on boards of directors and advisory committees, and through participation of volunteers in the programs of the agency.

3. It will collaborate with individuals, groups, and other social agencies on issues, policies, and programs which are compatible with a Christian value system, in the interest of achieving the fullest measure of charity and justice.

4. It will be faithful in all its policies, procedures, and practices to Biblical values, to the social teachings of the Catholic Church, and to the relevant sections of the Code of Canon Law.*

5. It will function faithfully within the mission and structures of the Archdiocese with proper respect for the role of the Archbishop.

6. It will assure conformity with relevant civil law in its governance, and at the same time it will hold itself free to seek to change oppressive civil laws in a peaceful manner.

7. It will seek the virtues of charity and justice in all relationships with staff, volunteers, people served, and the larger community.

8. It will recognize confidentiality as a living principle within the agency, and establish policies and procedures to assure this principle with its clients and other relevant bodies.

9. It will hold itself publicly accountable for its programs and fiscal operations, and seek objective certification that meets those standards of quality that have been established for performance in its field of social service through proper accreditation and licensing.

10. It will support and advocate for those structures in society that contribute to pluralism in social welfare, and cooperation between public and voluntary sectors.

11. It will subscribe to and advocate for the highest degree of freedom to the individual that is consistent with the common good, and will recognize the family as the primary institution for meeting the human needs of its members.

12. It will support the legitimate, necessary and important responsibility of government for programs essential for the general welfare, when these are in conformity with Catholic social teaching.

The Agency further agrees that it will expect all board members, committee and service volunteers and administrative, professional support staff to accept and conform to these organizational norms. These norms will be an essential part of the orientation of new members of the staff and governing bodies.

* The Code of Canon Law sets down the regulations governing the Roman Catholic Church.
CATHOLIC CHARITIES ARCHDIOCESE OF ST. LOUIS

STAFF / VOLUNTEER CONFIDENTIALITY AGREEMENT

Catholic Charities Archdiocese of St. Louis and its Federation of agencies must protect the confidentiality of information for all individuals served. Staff and volunteers have an ethical, moral and legal obligation, as required by federal and state regulations, to adhere to confidentiality policies of the Catholic Charities Federation. A client's right to privacy is of high priority. Any unauthorized disclosure of confidential information in written, electronic, or oral form is considered a violation of agency policy. Violations of this policy could result in monetary fines and disciplinary action, including possible termination of employment.

I, ________________________________, in my capacity as (Enter Job Title) ________________________________ at (Enter Agency or Site) ________________________________, have reviewed and understand the confidentiality policies of Catholic Charities Federation (including Confidentiality Policies and Procedures 550.0, Off-Site Confidentiality Agreement, and Section 505.0 of the Employee Handbook for Catholic Charities Federation)* and agree to abide by its terms. I understand that failure to comply could result in disciplinary action and / or possible fines.

Signature Date

The individual identified above has reviewed HIPAA information on ________________________________ date at ________________________________ location.

Authorized Signature

This form will be retained in the employee/volunteer file.

*See copy of Section 505.0 of the Employee Handbook on next page.
CATHOLIC CHARITIES ARCHDIOCESE OF ST. LOUIS

BASIC HIPAA OVERVIEW

General

- **HIPAA** is the Health Insurance Portability and Accountability Act—passed in 1996

- **HIPAA** includes mandatory provisions related to:
  - Privacy Standards—Effective 4/14/2003
  - Security Standards—Effective 4/14/2005
  - Other provisions related to electronic billing, processing claims, insurance portability.

- **HIPAA applies to:**
  - Protected Health Information which is any individually identifiable health information transmitted by, or maintained in, electronic media or any other form or medium. Including: Client name/address, employer, names of relatives, DOB/SSN, Telephone number, occupation, diagnosis, treatment services and procedures.

- Each agency at Catholic Charities designates a Privacy/Security Officer.

- All **staff and volunteers** must be HIPPA compliant.

- **Violations** may result in:
  - Civil penalties
  - Criminal penalties
  - Disciplinary Action
  - Staff/Volunteers could be personal liable

- Report Violations to Privacy/Security Officer.
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<tr>
<th>Privacy Standards</th>
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<tr>
<td><strong>General Guidelines</strong></td>
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<tr>
<td>o Close doors or draw privacy curtains/screens</td>
<td>o Log off when your session is complete</td>
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<td>o Conduct discussions so that others cannot overhear</td>
<td>o Invoke your screen saver for periods of inactivity</td>
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<td>o Don't leave records where others can see them or access them</td>
<td>o Position computer screens away from public view</td>
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<tr>
<td>o Don't identify an individual as a client in public</td>
<td>o Call the Help Desk (X199) if you accidentally delete data</td>
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<td>o Don't share PHI in public</td>
<td>o Report any breaches of security</td>
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<tr>
<td>o Designate one person at each site to coordinate disclosure of information</td>
<td>Challenge unidentified visitors in your building</td>
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When required, disclose only the minimum necessary amount of information

**Releases of information** include:
- o Client access to own record
- o Authorized release to others with client consent
- o Authorized release to others without client consent
- o All releases must be processed by authorized person at site

Check with Supervisor **before releasing any information** in response to request from:
- o Law enforcement officials
- o Court Order or Subpoena

**Password Security** practices:
- o Don't tell anyone your password.
- o Don't write your password down.
- o Change password if others know it.
- o Enter your password in private

**Physical / electronic security** applies to computers, emails, printers, faxes, copiers

All records must be kept in locked, secure locations
CATHOLIC CHARITIES ARCHDIOCESE OF ST. LOUIS

STAFF / VOLUNTEER HIPAA TRAINING CERTIFICATION

Catholic Charities Archdiocese of St. Louis and its Federation of agencies certify that
(name of individual) ___________________________________________ has
attended HIPAA Training at (location) __________________________________ on (date)
______________________.

Trainer Signature Date

This form will be retained in the employee/volunteer file.
CATHOLIC CHARITIES ARCHDIOCESE OF ST. LOUIS
TECHNOLOGY POLICY

The Catholic Charities Federation encourages its staff to utilize technology to improve communication, maximize efficiency, and better serve the clients of Catholic Charities. I understand that I am not to use them for my own personal, private, or non-business matters or to communicate personal, private, or non-business matters. I agree that I will not communicate anything that might be construed as harassment or offensive to others based on ethnicity, gender, disability, age, religion, or national origin. I will not use the Internet or e-mail to solicit business for a non work-related venture or for any personal cause I have, including political or religious issues.

By logging on to the Federation Network, by opening e-mail, by sending or receiving information, by logging on to the Internet, or by use of any of the Federation Network’s software, I am agreeing to, and understand that, this technology has been provided by Catholic Charities at its own expense and is Catholic Charities’ property. It is another tool for my use in business transactions and communications.

I understand that e-mail is an extension of my organization, the Catholic Charities Federation, and the Archdiocese. I understand that e-mail messages can be traced to the sender even after they have been “deleted” and I will send no offensive material that could cause reproach for the organization.

The Catholic Charities Federation reserves the right to review and/or monitor my Internet access and e-mail transmissions. If abusive use is found, this could result in discipline, up to and including termination.

I will not download or install software from the Internet, CD’s, or diskettes unless I have received written approval from the local systems administrator. I will only use the screensavers and desktop themes that are part of the workstation operating system unless I have received written approval from the on-site system administrator. I also understand that I am required to use a screensaver password and will provide that password to my local system administrator and will notify the local system administrator if I change my password.

If my workstation is equipped with a sound card, speakers and/or CD-ROM, I will set the sound level so as not to interfere with my co-workers or the professional operations of the office.

I will not share my password with anyone, nor will I leave my workstation unattended while logged in to the network. At a minimum, each evening when I leave, I will log out of the network (unless otherwise directed by the local system administrator).

Signature

Date
Volunteer Placement Services within Catholic Charities Federation

Catholic Charities Volunteer Opportunities
For information on volunteering with Catholic Charities, please visit our website, which has updated postings about current volunteer needs. http://ccstl.org/volunteer-needs
In addition you may directly contact each agency for details on their specific needs.

For general information about volunteering, or information about group volunteering, please call 314-367-5500.

Foster Grandparent Program
The Foster Grandparent Program, federally funded and part of the Corporation for National and Community Service, is sponsored in St. Louis by Cardinal Ritter Senior Services, a Catholic Charities Federation Agency. Participants in the program are income-eligible adults over age 60 who volunteer 20 hours per week with children who have special needs. Foster Grandparents serve in Headstart and daycare centers, transitional living and residential treatment centers and in schools. Foster Grandparents do receive a small non-taxable stipend, reimbursement for transportation and a meal each day at their service site. Website: www.nationalservice.gov Telephone the Director of the local program at 314-918-2297
Volunteer Application

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Volunteers are considered for all positions and treated without regard to race, color, religion, sex, national origin, age, marital status, veteran status, medical condition, or disability. The information in this book is used to determine the diversity of volunteers. All information is confidential. Completion is optional; however, it would be most helpful to us in developing a complete record of our program.

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Please list any physical limitations:

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Emergency Contact:

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I confirm that all of the above information is accurate, to the best of my knowledge.

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