

OFFICE OF EVANGELIZATION AND CATECHESIS  
Roman Catholic Diocese of Albany

CATECHIST/YOUTH MINISTRY APPLICATION

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home telephone \_\_\_\_\_ Business telephone \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Email address \_\_\_\_\_  
Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number \_\_\_\_\_

What is your present employment? \_\_\_\_\_

How long have you been a member of this parish? \_\_\_\_\_ years

If you have been a member for less than one year, please give the name of your previous parish.

Name of parish \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please check the category for which you are applying:

\_\_\_\_\_ the position of parish catechist on the \_\_\_\_\_ grade level.

\_\_\_\_\_ the position of youth ministry in the parish.

\_\_\_\_\_ other (aide, monitor, retreat helper, etc.) \_\_\_\_\_

Please give two character references from people who have known you for two (2) or more years.

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Have you ever been certified as a catechist? \_\_\_\_\_ yes \_\_\_\_\_ no

Have you ever been certified as a youth minister? \_\_\_\_\_ yes \_\_\_\_\_ no

**STANDARD CODE OF CONDUCT**

We acknowledge that all individuals shall be treated with respect, courtesy, dignity, patience and integrity. Our children are the most precious gifts entrusted to our care.

**All Clergy, employees and volunteers of the Albany Diocese must follow this "Code of Conduct" when they are working with minors or vulnerable adults.**

I, \_\_\_\_\_ will;

- 1) read and follow the Guidelines for Professional Conduct for All Professional and Volunteer Personnel Who Work with Minors.
- 2) assume the full burden of responsibility for setting and maintaining clear and appropriate physical and emotional boundaries with minors and vulnerable adults.
- 3) show prudent discretion in the expression of affirmation used with minors and vulnerable adults. This includes refusing expensive gifts from minors and vulnerable persons and refraining from giving expensive gifts to minors and vulnerable adults. The following are examples of appropriate forms of affirmation with minors and vulnerable adults:
  - Hugs
  - Hand-shakes
  - Verbal Praise
  - Arms around shoulders
  - Sitting beside small children
  - Holding hands during Prayer
  - Pats on the shoulder or back
  - "High-Fives" and hand slapping
  - Touching hands, face, shoulders and arms of minors
  - Holding hands while walking small children
  - Kneeling or bending down for hugs with small children
  - Pats on the head when culturally appropriate
- 4) refrain from forms of touch such as tickling, wrestling and massaging which could be construed as sexual with minors or vulnerable adults.
- 5) assure that a meeting space with a minor or vulnerable adult has visual access. If this is not possible, make sure that another adult is present.
- 6) avoid driving alone with minors or vulnerable adults. In an emergency, and if at all possible, request the presence of another adult.
- 7) not consume alcohol products, use tobacco or profanity, nor be under the influence of illegal drugs or alcohol when engaged in working with minors and vulnerable adults.
- 8) not share a bedroom with minors or vulnerable adults when there is no other adult supervision present in the room.
- 9) never provide minors or vulnerable adults with alcohol, or with videos, reading or graphic materials that are inappropriate or sexual in nature.
- 10) never initiate sexual behavior with a minor or vulnerable adult and will refuse it when the other invites it. I will report to my supervisor any sexual behavior initiated by a minor or vulnerable adult.
- 11) immediately report suspected violations of this Code of Conduct to the Principal, Program Director, Catechetical/Youth Ministry Leader, Pastor or Parish Life Director.

If the suspected violator is the Catechetical Leader or Youth Minister, the report should be made to the Pastor or Parish Life Director. If the suspected violator is the Principal, Program Director, Pastor or Parish Life Director, the report should be made to the School Superintendent, Executive Director of Catholic Charities, or the Vicar General. These individuals may be reached at (518) 453-6600.

This Code of Conduct does not abrogate or replace any other obligations that I have under any applicable law, guideline, policy or regulation.

***I agree to follow the Code of Conduct in my relationship with minors and vulnerable adults. I understand that violation of this Code of Conduct may result in disciplinary action or termination.***

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Clergy, Employee, Volunteer – Please Print

\_\_\_\_\_  
Name of School/Parish/Agency

\_\_\_\_\_  
Location



## Roman Catholic Diocese of Albany

### Code of Conduct for Youth Volunteers/Workers

This Code of Conduct is for use with youth under 18 years who serve as volunteers or are in work placement in parishes or schools. Young people under 18 are not required to attend VIRTUS training and apply for a background check as a condition for their ministry or work. Adults responsible for the supervision of young people in ministry or work situations need to review this document with the young person and clarify/explain any part that may not be understood by the young person. This can be done in a group or individual meeting. This form is to be signed by the young person, the parent/guardian, and the supervisor. The form is to be kept in the parish or school.

*I promise to follow the rules and guidelines in this Code of Conduct. I understand that any action inconsistent with or failure to take action mandated by this Code of Conduct may result in my removal from my volunteer or work assignment.*

#### **As a youth volunteer or worker I will:**

- *Safeguard children and other youth entrusted to my care at all times.*
- *Treat everyone with respect, loyalty, patience, integrity, courtesy and dignity.*
- *Take care to be positive, supportive, and caring in my speaking, writing, and interacting with children and youth.*
- *Avoid situations in ministry or work where I am alone with any child.*
- *Use positive reinforcement rather than criticism or comparison when working with children/youth.*
- *Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the pastor/parish life director.*
- *Be aware that children/young people can easily become infatuated with a youth leader or an adult. If I sense this is happening, I will not encourage it. I will make my supervisor aware of it so that he/she can resolve the matter, including reassigning me to other activities.*
- *Maintain appropriate physical and emotional boundaries with children/youth.*
- *Dress modestly and appropriately and not wear any clothing with offensive messages or pictures while exercising my ministry or working.*

#### **As a youth volunteer or worker I will not:**

- *Endorse, during my ministry, any view contrary to the teachings of the Catholic Church.*
- *Commit an illegal or immoral act.*
- *Smoke or use tobacco products in the presence of minors.*
- *Use, possess or be under the influence of alcohol or illegal drugs at anytime while at work or volunteering.*