



**Catholic Charities
of the Diocese of Raleigh**

**Catholic Charities of the Diocese of Raleigh, Inc.
7200 Stonehenge Drive
Raleigh, North Carolina 27613-1620
(919) 821-9750
FAX (919) 821-9712**

Providing Help—Creating Hope—Serving All

**CHECK LIST FOR STUDENT INTERNS – LEVEL B
(Master’s level, Bachelor’s level or other)**

Name: _____ Phone #: _____

Address: _____ City: _____ State: _____ ZIP _____

Degree Program: _____

School and Status: _____

Catholic Charities Placement: _____

Supervisor: _____

Responsibilities: _____

Date of placement From: _____ To: _____

Total agreed upon hours: _____ Days will be working: _____

TO BE COMPLETED BEFORE AN INTERN CAN BENIG AT ANY SITE	
1. Application for Intern Service (Part A and Part B)	
2. Resume	
3. Code of Conduct (send complete Code of Conduct-not just signature page)	
4. Conflict of Interest Policy (send complete Conflict of Interest-not just signature page)	
5. Confidentiality Agreement	
6. Emergency Contact Sheet	
7. Electronic Accounts Set-up Form	

Level of Interaction with Children and Youth	Level of Screening/Training
<p>Remote or Occasional Interaction – LEVEL A Remote: an adult volunteer who volunteers at a Catholic Charities Office/parish/school sponsored event or program primarily for children or youth, but would have little to no contact with them Examples: fundraising event, committee member, parking lot volunteer, audio-visual volunteer, religious education office helper</p> <p>Occasional: an adult volunteer who volunteers at a Catholic Charities Office/parish/school sponsored event or program primarily for children or youth, but would have brief, limited, or infrequent interaction (about 3 or fewer times per year) with them Examples: food pantry volunteer, front desk receptionist, parent classroom visitor/helper, arts and crafts volunteer, ticket taker, school board members</p>	<p>Application – Part A</p>
<p>Supervised Interaction - LEVEL B Supervised: an adult volunteer/intern who volunteers at a Catholic Charities Office/parish/school sponsored event or program primarily for children or youth who would have regular and frequent interaction, but in a supervised capacity Examples: Family support, emergency assistance volunteer, clothing closet, parenting class, classroom aide/helper, lunch and playground helpers, young adult volunteers who are not legally chaperones but not legally youth either (18-21 year olds)</p>	<p>Application – Parts A and B References checked</p> <p>Agree to abide by the Code of Conduct</p>
<p>Unsupervised Interaction(and all employees) - LEVEL C Unsupervised: an adult volunteer/intern who volunteers at a Catholic Charities Office/parish/school sponsored event or program primarily for children or youth who would have regular and frequent unsupervised interaction, or supervises adult volunteers who interact with children and youth Examples: Clinical internship, Smart Start class, childcare, summer camp volunteer, coordinator of Youth Ministry. Chaperones for overnight events, Scout Troop Leaders, Catechists for Children and Youth, DRE’s, Tutors, Nursery Staff</p> <p>Level C volunteers/interns should attend safe environment training prior to beginning their role.</p> <p>All employees are Level C and have 60 days from date of hire to complete safe environment training.</p>	<p>Application for Level C References checked</p> <p>Agree to abide by the Code of Conduct</p> <p>Required to attend Safe Environment Training</p>

Components of the Volunteer/Intern Application Form:

Level A

Personal information
Sex Abuse Declarations

Level B (plus all of A)

Volunteer History
References
Declarations

Level C volunteers/interns (and all employees)

Personal information
Sex Abuse Declarations
Volunteer History
References (Verified by local site)
Declarations
Background screening includes:
National Criminal Records Search
National Sex Offender’s Registry Search

**If a person is registered on the state or national sex offender registry, they shall not be granted level A, B or C clearance.*

CATHOLIC CHARITIES OF THE DIOCESE OF RALEIGH

Application for Intern Service

Level B Interns – please complete Part A and Part B

Part A

Name: _____

Address: _____

City: _____ State _____ Zip _____

Day Phone: _____ Evening Phone _____

Cell Phone: _____ E-mail Address _____

Emergency Contact _____ phone _____

Work Location: _____

Has a civil lawsuit or employment complaint ever been filed against you for child abuse or sexual abuse? _____

If yes, give details: _____

Have you ever been convicted of a crime related to child abuse or sexual abuse? _____

If yes, give details: _____

Have you ever left an assignment or employment or been removed from an assignment or employment for reasons related to allegations of child abuse, physical abuse or sexual abuse? _____

If yes, give details: _____

I understand that in signing this Personal Information Sheet, I affirm that the information I have given is true and correct.

Applicant Signature

Date

CATHOLIC CHARITIES OF THE DIOCESE OF RALEIGH

Application for Intern Service

Page 2

Part B

Volunteer Experience – Please list your volunteer experiences with other churches, civic or non-profit organizations (use additional pages if needed).

Organization	Volunteer Duties	Dates of Service	Contact(s)/Supervisor	Phone Number

References - List at least three personal references that could attest to your character and leadership abilities. These people should know that you have applied as a volunteer and that you have named them as a reference.

Name of Reference	Relationship To Volunteer	Address	Phone Number	e-mail address
work/civic				
work/civic				
Personal				
Personal				
Other				

Part B continued on next page

CATHOLIC CHARITIES OF THE DIOCESE OF RALEIGH

Application for Intern Service

Page 3 - Part B (cont'd)

Declarations

Catholic Charities of the Diocese of Raleigh appreciates your willingness to share your faith, gifts, and skills. Providing safe and secure programs for our members is of utmost importance to us. The information gathered in this application is designed to help us provide the highest quality Catholic programs for the people of our community. Please read and initial the statements below:

_____ I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application or dismissal from my position.

_____ I will observe and uphold all policies and procedures for the **Catholic Charities of the Diocese of Raleigh** and for the program in which I am applying, the Code of Conduct for Church Personnel for the Diocese of Raleigh.

_____ I have read the Code of Conduct for Church Personnel for the Diocese of Raleigh.

_____ I understand that **Catholic Charities of the Diocese of Raleigh** has a ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that **Catholic Charities of the Diocese of Raleigh** cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.

_____ I understand I can withdraw from the application process at any time.

_____ I understand and agree that false statements and/or omissions regarding past conduct and/or present situations may be grounds for denial of the application to provide volunteer services.

_____ I hereby authorize **Catholic Charities of the Diocese of Raleigh** to conduct a personal and professional background check for the purposes of my application. **Catholic Charities of the Diocese of Raleigh** may contact any references, past and current employer, church, youth organizations, agencies where volunteer service has been performed, and any individual or organization which might be relevant to my desired position. I hereby release all of the above stated persons from any and all liability for damages that might occur during **Catholic Charities of the Diocese of Raleigh's** contact with the individuals for purposes of employment or volunteer services. I understand and agree that information may be obtained from sources that I provided above and that this information will be held confidentially by **Catholic Charities of the Diocese of Raleigh** and not revealed to me. I have also read and understood the above stated information within the release and am signing below of my own free will.

_____ My signature indicates that I have read and understand the above.

Do not sign until you have read and initialed the above statements.

Applicant Signature _____

Date _____



Catholic Charities of the Diocese of Raleigh

Providing Help—Creating Hope—Serving All

Code of Conduct for Church Personnel for Catholic Charities of the Diocese of Raleigh*

Revision Date: 01/2013

SECTION ONE: Preamble

- 1.1 By virtue of our baptism, all Catholics share in the mission of the Church to continue the work of Jesus Christ. Jesus is Lord and we must seek the Kingdom as He did. We must preach the Good News that there is a God who loves us beyond our imagining. We must give our love and the provisions of life to those who have them in small measure. By our actions we must share our conviction that everything that occurs between us is a function of our relationship with God.
- 1.2 The call to discipleship is abundant in grace. It is also an awesome responsibility. We who represent the Church, the bishop, priests, deacons, seminarians, non-ordained religious, lay employees and lay volunteers who are involved in work for the Diocese of Raleigh, its parishes and agencies and who represent the Church by virtue of office, designated position, employment or contract (hereafter called Church Personnel) have a special obligation due to roles of leadership and positions of trust. Our brothers and sisters, young and old, invite us into their lives, open their hearts, share their joys and hopes, their grief and anxieties with us. They are confident that we will listen compassionately and act honorably in their best interest. Our behavior as Church Personnel, both public and private, has the potential to inspire those entrusted to our pastoral care to faith and hope and to motivate them toward greater generosity and participation in a life of faith. Sadly, when trust is abused it also has the potential to weaken or destroy faith, and cause scandal.
- 1.3 It is essential that Church Personnel be constantly mindful of the trust given to them. Faithfully discharging the responsibilities that accompany our work requires constant prayerful reflection and must be sustained and supported by God's grace. Our obligations require each of us to act with love and prudence. This Code of Conduct will assist in this task.
- 1.4 These statements do not presume to provide answers to all ethical questions. They present a set of general standards to help guide day to day actions and form a framework for developing policies and discussing ethical questions. Church Personnel in the Diocese of Raleigh agree to abide by this Code of Conduct and understand that disregarding these principles through personal conduct or life style contrary to the moral and religious doctrines or teachings of the Roman Catholic Church may lead to corrective and/or disciplinary action.

SECTION 2: Principles

2.1 Church personnel of the Diocese of Raleigh shall:

- a. Respect the teachings and precepts of the Catholic Church
- b. Respect the rights, dignity and worth of each person from conception to natural death.
- c. Conduct their relationships with others free of deception, manipulation, exploitation or intimidation.
- d. Work to ensure just treatment for colleagues, employees, volunteers, parishioners and others with whom they interact.
- e. Seek to provide an environment that is non-discriminatory, free from all forms of abuse and promotes respect, self control and personal safety.
- f. While under our supervision to protect, to the best of our ability those entrusted to our care, especially children and youth as well as adults who are physically or mentally challenged.
- g. Provide guidance for individuals or groups in a way that protects and respects each person, and is free from deception, manipulation, exploitation or intimidation.
- h. Keep all information received in the course of formal counseling or spiritual direction in the strictest confidence in accord with professional ethical codes and as mandated by canon and civil law.
- i. Make no false accusations against another or reveal the faults and failings of another to those who have no right to know.
- j. Be responsible stewards of the human, temporal, and financial resources of the Church.
- k. Maintain a high level of competence in our designated role in the Church and prudently attend to our physical, spiritual, mental and emotional well-being.
- l. Avoid accepting or conferring an office, position, assignment or compensation that creates a conflict of interest or the perception of impropriety.
- m. Examine our own actions and intentions objectively to ensure that our behavior promotes the welfare of the community and exemplifies the strong moral tradition of the Church.
- n. Promptly report incidents of ethical misconduct by other Church Personnel to the proper Church and/or civil authority
- o. Church personnel are prohibited from speaking in a manner that is derogatory or demeaning. All are expected to refrain from swearing or using foul language.

- p. Church personnel are prohibited from possessing or viewing child pornography as is consistent with North Carolina State Law. Church personnel are prohibited from possessing or allowing a person to view pornography or any sexually explicit or morally inappropriate materials on Church property, at Church sponsored events or in the presence of minors. Such materials include, but are not limited to: magazines, videos, films, recordings, computer software, computer games, or printed materials. In addition, topics of conversation or discussion, vocabulary or any other form of personal interaction or entertainment that could not be used in the presence of parents or a responsible adult are also prohibited.
- q. Church personnel are to refrain from sexually offensive humor and conversation.

2.2 In addition to these guidelines church personnel shall abide by any applicable professional codes of conduct, ethical norms, canon or civil laws.

SECTION 3: Behavioral Guidelines for Church Personnel Working with Minors

- 3.1 The following guidelines are intended to assist Church Personnel in making decisions about interactions with minors in Church sponsored and affiliated programs. They are not intended to address every possible situation or designed to address interactions within families. For clarification of any guideline or to inquire about a behavior not addressed here, please contact your pastor, agency director, principal or the Director for the Program for the Protection of Children and Young People.
- a. Corporal punishment is prohibited when disciplining minors. Physical force may only be used to restrain individuals from inflicting harm on themselves and/or others.
 - b. Church Personnel are prohibited from engaging in sexually oriented conversations with minors except in the context of sharing the Church's teaching on human sexuality. Church personnel are never permitted to use examples from their own sexual history or experience.
 - c. Church Personnel are prohibited from using tobacco products in the presence of minors or having in their possession or being under the influence of any alcoholic beverage or any illegal drugs when working with minors. Church Personnel are prohibited from providing minors with any alcoholic beverage, tobacco, drugs or any substance prohibited by law.
 - d. Medications may be administered to minors only with written parental permission. Parents should provide the medication clearly labeled (prescriptions or over-the counter medications) and dosing instructions for the medication.
 - e. Church Personnel should schedule one-on-one guidance sessions or meetings with minors at times and locations that promote accountability and meet accepted standards of propriety. This includes limiting the length and the number of meetings, making referrals and notifying the parents and/or guardians as appropriate. Church Personnel providing counseling services should follow the standards of care and code of ethics for their respective professions in terms of services to minors and notification of parents and/or guardians.

- f. Adults should avoid being alone with a minor so as to remove the opportunity for, or perception of impropriety. Church Personnel are prohibited from sleeping in the same bed, hotel room, van, sleeping bag or tent with a minor unless the adult is a parent, guardian or sibling of the minor. Church personnel should not take an overnight trip alone with a minor who is not an immediate family member. Church Personnel should avoid being alone with a minor (not a member of the family) in a locker room, rest room, dressing facility, car or vehicle or other isolated area that is not appropriate to a ministerial relationship. When the good of the minor requires that they be accompanied by an adult to any of these locations, the time alone with the minor should be minimal and another adult should be made aware of the circumstances. As a general rule, changing and showering facilities should be separate for male and female and facilities and arrangements for minors separate from adults or should be used by adults and minors at different times.

NOTE: When there is only one large room that serves as the sleeping area for each gender, at least two adult leaders should be present in each sleeping area.

- g. Church Personnel, acting in their ministerial role, should not host minors who are not family members for overnight accommodations where there is no other adult supervision present. This includes, but is not limited to, accommodations in any church-owned facility, private residence, hotel room, or any other place where there is no other adult supervision present.
- h. Clergy should not allow minors who are not members of their family to stay overnight in their private accommodations or residence unless accompanied by other adults.
- i. Appropriate demonstrations of affection between Church Personnel and minors can be important for a child's development and a positive part of ministry. Touching must be age appropriate and based on the need of the minor not the adult. If an adult has questions regarding demonstrating affection toward a minor they should discuss the matter with their supervisor or an adult qualified to render an opinion about appropriate ministerial boundaries.

3.2 Church Personnel may be in a position to provide transportation for minors.

The following guidelines apply:

- a. Ordinarily minors should not be transported without written permission.
 - b. Minors should be transported directly to their destination with no unauthorized stops.
 - c. Drivers must be validly licensed and insured.
 - d. Drivers may not drive a diocesan vehicle without prior authorization.
 - e. Drivers are to abide by all applicable state laws (including safety seats /belts) and diocesan policies regarding the safe transportation of children and youth.
- ### 3.3 Church Personnel observing anyone (adult or minor) abusing a minor, must take immediate steps to intervene to provide a safe environment for the minor and report the misconduct in accord with diocesan policies and civil law. **Church personnel who have cause to suspect that a minor has been abused must report the suspected abuse in accord with the Diocese of Raleigh Policies and Procedures for the Protection of Children and Young People and civil law.**

SECTION 4: Guidelines for the Supervision of Minors

Guidelines include, but are not limited to, the following:

- 4.1 Church personnel are responsible for releasing minors in their care at the close of activities only to parents, legal guardians or other persons designated by parents or legal guardians in writing. Special circumstances for the release of children require written parental/guardian permission.
- 4.2 Programs for minors should be administered by at least two adult supervisors.
- 4.3 Church personnel should report uncontrollable, dangerous, or unusual behavior of minors to parents /guardians as soon as possible.
- 4.4 Church personnel are to report substance abuse by minors to parent/guardian as soon as possible.
- 4.5 As far as possible, facilities should be monitored during church services, and during all other (school and parish) activities on the church/school grounds.
- 4.6 Parents should be encouraged to be part of all services and programs in which their children and young people are involved.
- 4.7 Parental permission should be obtained, including a signed medical treatment authorization form before taking minors on trips.
- 4.8. Parental approval must always be obtained before permitting any minor to participate in athletic or other activities.

**Formerly the Code of Professional Responsibility*

I have read and agree to abide by the Code of Conduct for Church Personnel for the Diocese of Raleigh – Catholic Charities.

Name

Date



Catholic Charities of the Diocese of Raleigh

Providing Help—Creating Hope—Serving All

Conflict of Interest Policy Board of Directors and Employees

1. Scope. The following statement of policy applies to each member of the Board of Catholic Charities of the Diocese of Raleigh, Inc. (Catholic Charities) and to all persons employed by Catholic Charities, regardless of position. Catholic Charities, its Board of Directors (Board) and Staff (employees and contract workers) are committed to ethical, business like, and lawful conduct. To ensure understanding and compliance with Catholic Charities standards and relevant Federal Government requirements, each member of the Board, (including the Officers as Ex Officio members), and each Staff member, including contract workers, will be required to read, agree to and sign this Conflict of Interest Policy. Each Board member shall complete the Annual Conflict of Interest Statement (1) upon entry onto the Board and (2) annually while a member of the Board. Each Catholic Charities employee shall sign the annual Conflict of Interest Statement (1) at the time of hire and (2) annually.

2. Responsibility. All decisions of the Board and employees of Catholic Charities are to be made solely on the basis of a desire to promote the best interests of Catholic Charities and those it serves.

3. Disclosure of Conflicts with Respect to Potential Financial Transactions. In the event any financial transaction or other matter involving Catholic Charities also involves (1) a Board member, employee or their relative, or (2) an organization with which any Board member, employee or their relative has any material financial interest, the Board member or employee having the affiliation or interest, at the first knowledge of the transaction or other matter, shall disclose fully the precise nature of the interest or involvement. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

4. Disclosure Statement. Each Board member and employee of Catholic Charities shall be required to submit a disclosure statement listing all organizations with which he or she is affiliated and describing the nature of the affiliation as defined below. In the event there is any material change in the information contained in any disclosure statement, the person who submitted it shall promptly submit written notification of the change.

A Board member or employee is deemed to be affiliated with any organization that may be potentially related to the financial operation of Catholic Charities if he or she, or their relative (1) is a director, trustee, officer, partner, employee, or agent; or (2) receives direct financial benefit from sales or services; or (3) has a 35 percent or greater interest. In no way should this policy imply that Board members or employees or their relatives should reveal any religious, ethnic, political, fraternal or civic affiliations.

All personnel of Catholic Charities, including Board members and Staff members and their relatives, are expected to be alert to and to avoid conflicts of interest that jeopardize the care of persons served and that interfere with the Staff's delivery of services as further delineated in the Code of Ethics of Catholic Charities of the Diocese of Raleigh, Inc., especially IV Ethical Standards.

5. Administration. All disclosures required under this policy and amendments thereto, if by Board members, shall be directed in writing to the Chairperson of the Board, or if by employees, in writing to the Executive Director. The Chairperson of the Board and the Executive Director shall be responsible for the administration of this policy. Issues identified as a result of disclosures under this policy concerning Board members shall be reported initially to the Chairperson of the Board for appropriate action; those concerning Staff shall be referred initially to the Executive Director. Information disclosed under this policy shall be held in confidence by the persons authorized to receive and act upon it except where, in the judgment of any of such persons, the best interest of Catholic Charities requires further disclosure. The Chairperson of the Board will report annually that he or she and the Executive Director have supervised the completion of the signing of the annual statement by Board members and Staff members and that either there are no reportable issues or there are some issues and the Chairperson will disclose what those issues are to the Board.

6. Restraint on Participation. A Board member who has declared or has been found to have a conflict of interest in any proposed transaction or other matter shall refrain from participating in consideration of the proposed transaction or other matter, unless for special reasons the Board requests information or interpretation from the person or persons involved. In the case of a Board member, he or she shall not vote on the matter in question and, if so requested by the Chairperson or any other member of the Board, shall not be present at the time of the vote. With respect to restraint on participation by a staff member, the Executive Director, or, where applicable, the Chairperson, shall take such action as is necessary to assure that the transaction or other matter is completed in the best interests of Catholic Charities without the substantive involvement of the person who has the possible conflict of interest.

7. Advance Determinations. Any staff member who is uncertain about possible conflict of interest in any matter may request the Executive Director to determine whether a possible conflict exists. Any Board member who is uncertain about possible conflict of interest in any matter may request the Executive Committee to determine whether a possible conflict exists; the Executive Committee shall resolve the question by majority vote. If required, the question of potential conflict might be referred to counsel for an opinion prior to the Executive Committee vote.

Print Name: _____

Signature: _____ **Date:** _____

Title(Board Member or Staff Member): _____



Catholic Charities
of the Diocese of Raleigh

Providing Help—Creating Hope—Serving All

CONFIDENTIALITY AGREEMENT FOR VOLUNTEERS AND INTERNS

I, the undersigned, hereby agree that I will not at any time, during my volunteer/intern service or after my service or association ends, access or use protected health information, or reveal or disclose to any persons within or outside of Catholic Charities of the Diocese of Raleigh, Inc., any protected health information except as may be required in the course of my duties and responsibilities and in accordance with applicable local, state or federal laws governing proper release of information.

I also understand that unauthorized use or disclosure of protected health information will result in disciplinary action up to and including termination of volunteer/intern service or association and the possible imposition of fines pursuant to applicable state and federal laws.

Protected Health Information is “individually identifiable health information including, without limitation, all information, data, documentation, and materials, including without limitation, demographic, medical, and financial information, that relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual.”

Date

Volunteer/Intern Signature



Catholic Charities
of the Diocese of Raleigh

Providing Help—Creating Hope—Serving All

EMPLOYEE EMERGENCY INFORMATION SHEET

NAME: _____

DEPARTMENT: _____

HOME ADDRESS: _____
_____ phone: _____

EMERGENCY DATA:

Person(s) to notify in case of Emergency:

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Do you wish your personal physician to be contacted? _____ Yes _____ No

If yes, please indicate the physician's name, address and telephone number.

Name: _____

Address: _____

Phone: _____

Please list anything you feel would be important information concerning your physical condition that would be of help to a doctor in an emergency (i.e., allergies to medicines, diabetes, medications, etc.):

Electronic Accounts Set-up (or Change) for CATHOLIC CHARITIES

E-MAIL & DATA SYSTEM ACCESS:

Please create an e-mail address and an account to access the data system for the following person:

Name: _____

Office Location: _____

First Date of Work: _____

To ensure the **e-mail address** is placed in the appropriate group, please indicate which applies:

Employee: _____

Contract Worker: _____

Intern _____

Indicate the appropriate role(s) of staff, contractor or intern:

Counselor: _____

Family Support Staff: _____

Office Manager: _____

Other: _____

Position: _____

Passwords must be **AT LEAST 8 CHARACTERS LONG** and contain a combination of

- Capital Letters
- Lower Case Letters
- Special Characters such as !#%*&^

Indicate if this is a - - **NEW PASSWORD** / **CHANGE OF PASSWORD**

Requested password: _____

EMAIL as a PDF file, MAIL with employee packet or FAX this document to

Jarrett McClellan @ 821-9712