

## ST. PATRICK PARISH CODE OF CONDUCT

The Code of Conduct for St. Patrick provides a framework for appropriate behavior, lays out expectations, and provides information for all employees/volunteers of St. Patrick Church who have access to (the care, custody, or control of) children and youth. All employees and volunteers are expected to conduct themselves in a manner that respects the dignity of the human person.

### **EXPECTATIONS:**

- All employees/volunteers will be required to fill out an information form which will be kept on record in the Parish Office and with appropriate contact persons for each program.
- All employees/volunteers will be given a job (position) description and will be expected to work within its parameters. This job (position) description will be attached to the employee/volunteer personnel file, and kept in the Parish Office.
- All employees/volunteers will treat others with respect and courtesy. Harassment of any type is a serious offense and will not be tolerated.
- All employees/volunteers will respond to all legitimate authority in a positive, obedient, and respectful manner.
- All employees/volunteers will make wise choices in the use of the building, supplies, materials, and furnishings that reflect a respect towards their use.
- All employees/volunteers will act responsibly and conduct themselves with dignity.
- All employees/volunteers will resolve problems and disputes using peaceful, respectful and just procedures. When problems cannot be resolved recourse should be made to the pastor.
- All employees/volunteers will accept correction with respect.
- All employees/volunteers are aware they have considerable personal power because of their ministerial position. Therefore, they will sustain respectful ministerial relationships, avoiding manipulation and other abuses of power. Physical, sexual, or romantic relationships between an adult volunteer and a minor are unethical and are prohibited.
- All employees/volunteers will report violations to the appropriate superior or pastor.
- All employees/volunteers are forbidden to use, possess, handle, transmit or conceal any object which is or can be considered a dangerous weapon or instrument of violence.
- In keeping with the Diocesan Safe Practices Guidelines all employees/volunteers may meet with children only in approved public areas. They must avoid situations where they are alone with children and/or youth at Church activities. Please refrain from giving gifts to children/youth. Report suspected abuse to pastor, administrator, or appropriate supervisor and (*the local Child Protection Services Agency*). Failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor. Cooperate fully in any investigation of abuse of children and/or youth.
- Smoking or use of tobacco products in the presence of children/youth is prohibited.
- Use, possession of, or under the influence of alcohol or illegal drugs at designated youth events is prohibited.
- All employees/volunteers must attend *Protecting God's Children* presentation, be fingerprinted for a B.C.I. background check, and adhere to all norms of the Diocese of Columbus Child Protection Policy.
- All drivers must fill out and follow the *Volunteer Driver Information*. Only persons having the form on file may drive any children/youth in their vehicles. No one under the age of 25 is permitted to operate a motor vehicle on behalf of the Diocese of Columbus or a diocesan organization or parish. All Drivers must sign and conform to the *Cell Phone Policy*. This signed form must be on file in the parish office. Employees and volunteer may not transport one child or youth alone in a car.
- All employees/volunteers must sign below stating that they have read, understood, and will adhere to the Code of Conduct for St. Patrick Church. This receipt will be kept on file with position description and personnel file.

### **CODE OF CONDUCT FOR ST. PATRICK CHURCH RECEIPT**

I understand that as a Parish Employee/Volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I have read, understood and will adhere to the Code of Conduct for St. Patrick Church. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as an employee/volunteer with children and/or youth.

---

Employee/Volunteer Signature

---

Date