



Holy Spirit

Parish

Volunteer

Policies

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Parish Mission Statement

Holy Spirit Parish, a Catholic, Christian community, is a “light on the hilltop” inviting all God’s people to experience the hospitality of our community in Christ. We are sustained in faith through our vibrant liturgies which call us to manifest the presence of Christ to those around us – to be Jesus to one another. We witness this faith not only through liturgy but also through outreach to the poor and vulnerable, life-long faith formation, and total stewardship.

Faith, Community, Hospitality, Formation, Service

Stewardship

Time – Talent – Treasure

What have I been given? What is asked of me? How do I respond?

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We thank you for your commitment to serve in this ministry.

Parents are encouraged to volunteer for our Faith Formation programs – especially for our programs that span the school years from pre-k, elementary and junior high school grade levels.

Please review the many opportunities to be of service to your parish in our Faith Formation programs.

Parents will find the volunteer forms in the registration information at the time of registering their children and also through the parish web site at –

www.holyspiritrochester.org

Parents remember that you are the primary educator of your children in the Faith.

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Please note that all who volunteer are required to complete the necessary background checks. On the following page you will find the steps necessary to complete this process.

“We believe that each person is uniquely created and gifted by God. On this journey as His faithful, we are called to see others as our brothers and sisters in Christ Jesus. We must make a commitment to respect all people and to keep them safe.” – www.dow.org web site

A Safe Environment is our top priority!

Diocese of Winona: Safe and Sacred, and Background Check Information

At Holy Spirit, we are committed to supporting and training all who minister together in our parish community. It is our goal to promote safe, healthy and sacred communities of faith. Our efforts are supported through the *Safe Environment – Safe and Sacred Program* offered by the Diocese of Winona. This program was designed and launched in response to the United States Conference of Catholic Bishops' directive to establish a program which enables all to be appropriately screened and trained before working with our most precious gifts – our children and vulnerable adults. A complete description of the *Safe Environment Program* can be found on the diocesan web site at www.dow.org – click on the link for *Safe Environment*.

Holy Spirit is a dynamic community with many members committed to sharing time and talents with our youth and vulnerable adults through a variety of ministries including faith formation and Eucharistic ministry to our neighboring care centers and nursing homes. All employees and lay volunteers/ministers ages 18+ who participate in ministries with direct contact with youth and vulnerable adults are required to complete the training offered through the diocesan Safe and Sacred Online Learning Community and to have a background check performed before engagement in a ministry activity.

Although Holy Spirit offers a number of opportunities to complete this training in conjunction with training sessions offered for our specific programs, you can complete the training at any time by following these steps:

1. Obtain a Background-Check Authorization Form (BCAF) from either the parish office or as a downloadable form at the parish web site www.holyspiritrochester.org/forms.html . Complete and submit the form to either your Ministry Leader or directly to the parish office. The BCAF must be completed in its entirety. PLEASE PRINT LEGIBLY.
2. Complete all 4 parts of the *Safe Environment – Safe and Sacred Program* via the web site – <http://safeandsacred.org/> . Follow the on-screen/on-line prompts and directions. PRINT EACH OF THE CERTIFICATES (one for each of the parts) AND PROVIDE A COPY OF EACH TO THE PARISH OFFICE.
3. Thank you and congratulations – you are now certified! Occasionally, updates or continuing education are offered through the Safe and Sacred Learning Community. You will be notified if you need to participate in this continuing education. The background portion of the clearance process will be renewed every three years.

The parish office maintains a database used by staff which contains names, training completed and background check dates. It does not contain any personal information; all original documents are kept secured by the Parish Administrator. If you would like to verify your status before committing to a ministry with youth or vulnerable adults, check with a parish staff member.

Please contact me with any questions you may have regarding the *Safe Environment – Safe and Sacred Program*. Joe O'Toole Jr., D. Min., Parish Administrator

LOCATION OF FIRST AID KIT

COORDINATOR'S SUPPLY CLOSET - in west side of closet. (A second first aid kit is kept in the Sacristy)

PROCEDURES FOR HANDLING INJURIES

It is the policy of Holy Spirit Parish to provide guidelines for handling injuries regardless of who the injured party is - program participant, volunteer or staff member.

Procedure for handling injuries not involving body fluids:

Attend to the injury.

Enlist help of the injured person if possible.

Call parent or emergency contact person.

Call 911 if in doubt.

Notify coordinator or staff member after appropriate action has been taken.

Fill out Accident Report Form.

Procedure for handling injuries involving body fluids:

Wear disposable gloves. (Located with first aid kits)

Attend to the injured person.

Involve the person in assisting with the injury.

Call parent or emergency contact person.

Call 911 if in doubt.

Clean wound with soap and water for at least 15 seconds.

If you do come in contact with blood, notify coordinator or staff right away.

Complete the following forms and return them to the coordinator or staff

- Exposure Incident Form
- Accident Report Form

Do not attempt to clean up large spills of blood or other body fluids without proper protection and equipment.

GUIDELINES FOR HANDLING BODILY FLUIDS

If a child vomits during class, please inform staff and we will have the janitor take care of it. If by chance no one is available to clean up the area, the following procedures are necessary:

1. Vomit Clean-Up Kits are located in the supply cabinet.
2. Individuals cleaning up spilled body fluids must wear disposable gloves.
3. Sprinkle sanitary absorbent powder on the area.
4. Leave the powder on for three minutes to absorb any excess fluids.
5. Using a piece of cardboard or a paper plate (both can be found on east side of supply cabinet), scoop onto another piece of cardboard any solid vomit, which would plug the vacuum cleaner. Dispose of the garbage in the plastic bag provided in the kit. Put a folding chair over the area to mark the location.
6. To vacuum the area afterward, use the "Pro-Team Super Coach Canister Vacuum", which may be found in the Church office. Once the vacuuming has been completed, dispose of the vacuum bag and dispose of your gloves in a plastic bag. Wash hands thoroughly.
7. Return the vacuum to the office.
8. Leave a note on the janitor's office door describing the location of the spill. They will sanitize the area the following day.

EMERGENCY PROCEDURES

FIRE:

1. When the fire bell is sounded, all students exit their classrooms in single file to the place assigned outside of the school. **The exit route is posted in each classroom.** Know this route in advance.
2. Be alert and act immediately. Quiet is to be observed leaving and entering the building.
3. The teacher should leave the classroom last and make sure that the windows and doors are closed.
4. The teacher should be able to account for the students under his/her care. Notify the administration as soon as possible if a student is not accounted for. Do not leave your students unattended for any reason.
5. If an exit is blocked, the teacher should lead the students to another exit.

TORNADO:

1. In the event of severe weather, the city sirens will alert staff and students of dangerous weather.
2. When the siren goes off, the students will quietly and calmly walk in single file to their assigned place in the hallway away from open doorways and windows.
3. The students will assume the protective safety position: crouched on knees, head down, hands and arms covering head.
4. Teachers will monitor their students and be able to account for each one.
5. Students and staff will remain in position until the all-clear sound is given.

BOMB THREATS:

1. Bomb threats will be treated seriously. Police will be notified immediately.
2. Staff and students will evacuate the building according to fire evacuation procedures.
3. Students and staff will remain at the evacuation site until notified by the administration to return.

SEXUAL MISCONDUCT POLICY

I. POLICY STATEMENT

It is the policy of Holy Spirit Church to maintain a ministerial environment that is free from sexual harassment and sexual misconduct. Holy Spirit Church prohibits any form of sexual harassment and sexual misconduct. It shall be a violation of this policy for any paid personnel, volunteer or student to engage in sexual harassment or sexual misconduct. Holy Spirit Church will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual misconduct, and to discipline any paid personnel, volunteer or student.

Holy Spirit Church recognizes that the betrayal of trust represented by sexual misconduct is a wound that should never occur. Holy Spirit expects all employees and volunteers to act in a manner that respects this highly personal trust. Sexual misconduct will not be tolerated and will be dealt with according to the policy guidelines laid down by the Diocese of Winona

Sexual misconduct can relate to three forms of inappropriate behavior:

1. sexual abuse-sexual contact between a church leader and minor or vulnerable adult.
2. sexual exploitation-sexual contact between a church leader and a person who is receiving pastoral care from the church leader.
3. sexual harassment-unwanted sexual advances, including conduct or language, between co-workers or volunteers in the church setting, which create an intimidating, hostile, or offensive working environment; or which are made as a condition for continued service.

WHAT IS SEXUAL HARASSMENT?

Unwanted or unnecessary touching

Grabbing

Cornering

Kissing or Hugging

Sexual remarks or suggestions

Unwanted sexual compliments

Pornographic pictures or stories, dirty jokes

Offensive displays of sex-related objects

Demanding sexual favors accompanied by implied or overt threats, such as those regarding conditions of employment

Repeated belittling, demeaning, insulting remarks because of sex

Unequal application of performance standards, discipline or rules because of sex

Sabotaging a person's character, reputation, work or property because of sex

Unequal assignment of the "dirty work", less responsible or less challenging duties not based on abilities, because of sex

CHILD ABUSE POLICY

It is the policy of Holy Spirit Parish that when an employee or volunteer knows or has reason to believe that a child is being physically or sexually abused or neglected, by a person functioning within the family unit, such as a parent, guardian, or person having similar care responsibilities or by a person functioning outside the family unit and having responsibilities for the care of the child, such as a teacher, school administrator, coach, baby-sitter or daycare provider he/she shall make an immediate (as soon as possible but no longer than 24 hours) oral report to the coordinator.

CHECKLIST FOR REPORTING ABUSE OR NEGLECT

1. Jot down a few notes: dates, description, incident, child's name and address, and parents name and phone number if known, also offenders name, phone and address, if known.
2. Report to the County Social Services Department and your immediate Coordinator in person or by phone within 24 hours of the event.
3. You and the coordinator will complete the written report within 72 hours.

Once report is made:

1. Do not discuss the report with parents. If asked, simply state "I'm not allowed to discuss this with you." The law prohibits any volunteer or staff member of the parish from disclosing to the parent/guardian that the report has been filed when the parent/guardian is the alleged perpetrator of the abuse. Once the report has been made, the county carries the responsibility for communicating with the parent/guardian or caregiver.
2. The County Social Services Department or the Police will continue the investigation. You may be contacted for more information.
3. Social Services may interview the child on the parish premises without parent knowledge or consent: however, it is required that the volunteer and/or coordinator receive prior written notification of the interview.