



Code of Conduct for Volunteers

at St. Josephine Bakhita Parish & School

Thank you for volunteering at St. Josephine Bakhita Parish and School! While here, please observe the following Code of Conduct. Our volunteers...

- Collaborate with the Pastor, Leadership Team, Staff, and other Parishioners in a way that is consistent with our mission statement and guiding principles.
- Take direction and hold themselves accountable to the Leadership Team and the people they serve.
- Adhere to the teachings of the Catholic Church, including Catholic Social Teaching, in word and action.
- Appreciate the diversity of spiritualities in the Catholic tradition.
- Respect the dignity of each person.
- Make reasonable accommodations to ensure participation in Parish life is accessible to all.
- Exercise a responsible stewardship of resources, especially when utilizing parish finances.
(*Note: Volunteers handling money must be trained on our Financial procedures and be in ongoing communication with the Finance Department.*)
- Honor the confidentiality of sensitive and personal information.
- Obey civil law, ecclesial law, policies, and procedures concerning the reporting of neglect, suspected physical abuse, or threatened physical harm.
- Sustain respectful ministerial relationships, avoiding any semblance of manipulation of power.
- Acknowledge limitations with respect to paraprofessional counseling by making referrals.
- Use technology and language in a way that is consistent with a Church and School setting.

In addition, for those working with youth. Our Volunteers...

- Complete the Diocesan Safe Environment Program known as 'Protecting God's Children' and abide by best practices contained in the Program.
- Practice the Diocesan 'two-deep' policy, whereby at least two adults are present at all times.
- End youth-oriented events by 9:00 pm, unless a later time is approved by the Leadership Team.
- Refrain from taking pictures at School events or Youth events at the Parish, unless approved for Parish and School communications.
- Know the signs of physical, sexual, and psychological abuse and neglect.
- Support the rights of parents while ministering to the needs of their children.

- Comply with all parish, organizational, and diocesan policies with special attention to sexual misconduct, safety, transportation, parental permission, and medical emergency policies.
- Report troubling observations regarding school safety or behavior at St. Josephine Bakhita School, which may be done anonymously.

Safe School Helpline

safeschoolhelpline.com

800-418-6423 Ext. 359

- Report any suspected abuse of minors immediately to civil authorities
 - The Ohio Department of Job and Family Services has launched 855-642-4453, an automated telephone directory that will link callers directly to a child welfare or law enforcement office in our county. Report the situation through this system.
 - If you suspect a child is being abused or neglected by a member of the clergy or any employee or volunteer at the Parish, Catholic School, or any Catholic organization in the Diocese of Columbus, after you have contacted the civil authorities, please also contact diocesan personnel below:

Meredith Gaul, Diocesan Safe Environment Coordinator

614-241-2568 (Opt 3)

mgaul@columbuscatholic.org

If suspected abuse involves St. Josephine Bakhita School, also contact

Leslie Kraus, Principal

St. Josephine Bakhita School

(614) 268-3030

lkraus1@cdeeducation.org

If you are the victim of abuse, you may contact

Laura J. Lewis, M.A., L.P.C.C.-S, Victim Assistance Coordinator

866-448-0217

llewis@columbuscatholic.org

Thank you for keeping St. Josephine Bakhita Parish & School a safe space to encounter God and one another!