



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 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.
- 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 official 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.
 - Step 1: 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 need assistance, you may contact Parish or School leadership.
 - Step 2: If you suspect a child is being abused or neglected by a member of the clergy or any employee or volunteer at a Parish, Catholic School, or any Catholic organization or apostolate in the Diocese of Columbus, after you have contacted the civil authorities, please contact the appropriate diocesan personnel so a safe environment can be maintained and an investigation can be facilitated by an independent review board.

Meredith Gaul, Diocesan Safe Environment Coordinator

614-241-2568 (Opt 3)

mgaul@columbuscatholic.org

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

Leslie Kraus, Principal

St. Josephine Bakhita School

(614) 268-3030

lkraus1@cddeducation.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!