

Paroisse St. Louis Parish

4907-51 St. P.O. Box 8120
Bonnyville, AB
T9N 2J4

Phone: (780) 826-3010 * Fax: (780) 826-6221 * Email: office@stlouisparish.ca

I, _____ wish to serve at _____ parish. I understand the importance of my role in ensuring a safe environment for all to whom I minister. I have read and understood all of the directives below. I pledge my support to observe these directives and to do all that I can to encourage others to do the same. If I become aware that any of these directives are being violated, I will notify my pastor or the Diocese of St. Paul.

- All religious instruction of children and youth is to be done in a public, group format with at least two adults present. One-on-one instruction in a private place as well as in-home religious instruction is not allowed.
- One-on-one counselling, interviews, and discussions are to be conducted in a space that is visible to others. All rooms used for these purposes are to have clear glass windows or doors, and the door should be left open when the room is in use unless confidential issues are discussed.
- The celebration of Reconciliation with children is to be done in a space that is visible to others (clear glass windows and doors, or open doors,) or in a traditional confessional.
- Ministers and volunteers shall not be alone with a child, adolescent, or vulnerable adult in a rectory, automobile, or in private living quarters.
- Ministers and volunteers shall not seek out opportunities to spend off-site time with children to whom they minister.
- Ministers and volunteers will set and keep appropriate boundaries with those to whom they minister. Hugs and kisses for younger children and physical “rough-housing” with older children shall be appropriate and occur in public. The adult party shall exercise due discretion.
- Overnight trips, parish picnics, and socials, are to be thoroughly planned so as to ensure privacy, modesty, and safety of all participants. Ministers and volunteers are never to be alone with children and adolescents during an overnight trip but are always to work as teams of at least two. Parents are to be closely involved with the preparations, planning and execution of all overnight trips. A sufficient quorum of parents to ensure child safety shall be present.
- On overnight trips, segregated change areas are to be provided for boys, girls, men, and women. Adults shall not sleep in proximity to children.
- Adults shall not help children with toileting without explicit permission from parents / guardians. Toileting assistance for children shall normally be undertaken by two adults.
- Ministers or volunteers shall not take any money or property in return for their ministry apart from contractual salaries or approved stipends.

Date: _____ Signature _____

Paroisse St. Louis Parish

4907-51 St. P.O. Box 8120

Bonnyville, AB

T9N 2J4

Phone: (780) 826-3010 * Fax: (780) 826-6221 * Email: office@stlouisparish.ca

Developing a safe parish community reference letter

Throughout Alberta, volunteer organizations and churches are asking their volunteers to provide references. This is done to ensure the safety of children, the elderly, vulnerable adults, and the volunteers themselves. The information on this form stays in a confidential file in the Diocesan Pastoral Centre and is not shared with any outside organizations or institutions.

_____ (name) is interested in volunteering at this parish and has chosen you as a reference. We wish to receive current, accurate information about this person. The information you provide will be an important tool in our decision-making process.

Please print your name, address, and contact information:

Name _____

Address _____

Town _____ Postal code _____

Phone # _____

E-mail (if possible) _____

1. What is your relationship to the person named above? How long have you known this person?

2. How would you describe his/her ability to work with others?

3. How would you describe the candidate's character, personality and temperament?

4. What would you identify as this person's strengths?

5. If you have to suggest some areas of improvement, what would they be?

6. How well does this person work as part of a team?

7. On a scale of 1 to 4 indicate by placing a mark under the appropriate number, how well, in your opinion, does this person exhibit the following traits?

Trait	Very little			Very much
Dependable	1	2	3	4
Trustworthy	1	2	3	4
Honest	1	2	3	4
Considerate	1	2	3	4
Emotionally Stable	1	2	3	4
Tolerant	1	2	3	4
Respectful	1	2	3	4

8. Would you recommend this person as a church volunteer, and do you have anything further to add?

Signature: _____ date: _____

Please return this reference form in the addressed envelope provided. Please seal the envelope. You may be contacted at a later date by a parish representative, if clarification is required.