

Saint Elizabeth of Hungary Roman Catholic Church

175 Wolf Hill Road, Melville, New York 11747

Phone: 631-271-4455 • Fax: 631-271-1415 • website: www.stelizabeth.org

INTRODUCTION:

Our diocese requires that we register all parish volunteers, so that we can serve those in our care responsibly and effectively. There are two levels of registration:

LEVEL ONE:

All volunteers must return the following information to the parish.

1. **VOLUNTEER REGISTRATION FORM** (Four sides on white)
2. Signed **RELEASE FOR BACKGROUND CHECK** (Cream)
3. Signed **VOLUNTEER CODE OF CONDUCT** (Yellow)
4. **CERTIFICATE OF ATTENDANCE AT VIRTUS**

All volunteers are required to register and attend a VIRTUS session and provide proof to the parish once this completed.

A certificate of attendance is issued when you attend.

Instructions for how to register for VIRTUS are on the Purple page.

The Grey page notes the information you need to provide when you register.

The Diocese (www.drvc.org) has a listing of all locations where the course is being held, and the parish schedules sessions throughout the year.

LEVEL TWO:

All volunteers who serve any one or more of these four ways:

1. work with children and young people;
2. act on behalf of the parish by allowing activities in their homes;
3. use their own vehicle to drive persons on behalf of the parish;
4. visit people in their homes on behalf of the parish.

In these cases we need from you -

A. *If you work with young people under 18 or visit people in their homes:*

Two **LETTERS OF REFERENCE** from other people (Green): Give to people who know you well and ask that they use the enclosed postage-paid confidential envelope to return them to the parish.

B. *If you use your home and/or your vehicle:*

DRIVER/HOME REGISTRATION (Blue) from you. Fill out appropriate parts if you **a)** use your vehicle *and/or* **b)** open your home.

If your work involves multiple activities, for example driving young people, you must complete both sets of requirements.

QUESTIONS:

If you have any questions, please contact Harry Perepeluk at the Parish Center (631-271-4455 x 304; HPerepeluk@stelizabeth.org)

PLEASE NOTE:

- 1] These forms are not used to register you as a member of the parish.
- 2] Only persons 18 years of age or over should fill out these forms.

PRIVACY STATEMENT:

All material marked "confidential" will be used only to determine a potential volunteer's suitability for ministry. It will not be associated with any other parish records, and will not be used by the parish for any other purpose, nor shared with anyone without the person's written consent. Only the pastor and professional staff (priests, deacons, directors and associate directors of parish departments) have access to confidential material, and only to the degree that it is needed to establish suitability for ministry.