

Volunteer Registration Form

VACATION BIBLE SCHOOL

Check Site you will be volunteering

June 28 – July 2 9:00 – 12:00 PM at St. Mel _____

July 19 – July 23 9:00 – 12:00 PM at St. Sebastian _____

**** Job Descriptions are on the back of this form. ****



Volunteer Name _____

First

Last

Adult 18 or older

Teen, Age _____ Grade _____

Address _____ City _____ Zip _____

Home phone (_____) _____ Cell phone (_____) _____

E-mail address _____

IMPORTANT: E-mail will be our only means of communication with you. **No home mailings.**

Sorry, no babysitting is available during VBS week.

IMPORTANT:

All volunteers aged 18 and older are **REQUIRED** to attend a Protecting God's Children Workshop and to submit a Criminal Background Check form. You may register for a workshop by going on-line at www.virtusonline.com. Call your parish Director of Faith Formation for registration assistance.

I've already attended the PGC workshop I plan on attending a PGC workshop before I volunteer at VBS

CAN YOU HELP BEHIND-THE-SCENES? (check all that apply)

Make decorations, sort supplies, painting, etc. June 14 4-7 PM at St. Mel

Make decorations, sort supplies, painting, etc. June 16 4-7 PM at St. Mel

Final Clean-up at St. Mel: Friday, July 2 9:30 am – 11:30 am or 12:30 pm – 2:00 pm (adults & older teens only)

Final Clean-up at St. Sebastian: Friday, July 23 9:30 am – 11:30 am or 12:30 pm – 2:00 pm (adults & older teens only)

CAN YOU HELP DURING VBS DECORATING & SETUP? (check all that apply)

Sun., 6/27 2PM - 6PM @ St. Mel

Wed., 7/14 **Thur., 7/15** **Fri., 7/16** **12:30 – 3:30 PM @ St. Sebastian**

ALL VOLUNTEERS BELOW: MUST attend one training date. You may attend at either St. Mel or St. Sebastian:

Thurs. June 10 7:00 PM – 8:00 PM @ St Mel

Tues. June 22 7:00 PM – 8:00 PM @ St. Sebastian

Tues. July 13 7:00 PM – 8:00 PM @ St. Sebastian

NOTE: Crew Leaders must be available VBS week:

Crew Leader (Grade 11 to adult) (for elementary aged kids K-Gr.5)

Assistant Crew Leader (Grade 7 to 10) (for elementary aged kids K-Gr. 5)

Preschool Adult Crew Leader (Grade 11 to adult) (Preschool ends at 11:30 a.m. daily)

Preschool Assistant Crew Leader (Grade 7 to 10)

Bible Voyage (teens & adults)

Galley Goodies (teens & adults)

Clipper Ship Crafts & Missions (Grade 7 and up)

Sail Away Cinema (Chadder) (teens & adults)

Sing & Play Splash & Floating Finale (on stage) (teens & adults)

Ship Rec Games (teens & adults)

Photographer Daily (digital cameras only)

Questions?
Contact your Director of
Faith Formation

Volunteer Job Descriptions for Vacation Bible School



NOTE: Every volunteer must attend a High Seas training session:
either June 10 7-8 PM @ St. Mel, June 22 or July 13 7-8 PM @ St. Sebastian

Crew Leaders (need 20 - **Entering Grade 11 through Adult**) - are key to VBS! The Crew Leader is in charge of the same group of approximately 6 children daily, ages K – Gr. 5. This is so easy, because all you have to do is follow the directions of the STATION LEADERS (bible drama station leader, games station leader, crafts leader, snack leader, Chadder Sail Away Cinema leader). Essentially, you keep track of your Crew and attend to the needs of the kids in your crew, like taking, attendance, bathroom runs, passing out materials, etc. You need to commit to being present all five mornings.

Asst. Crew Leaders (need 20 - **Entering Grade 7 through Grade 10**) - are also most needed! An Assistant Crew Leader helps the Crew Leader in the same group of approximately 6 children in K– Gr. 5 daily. You will be the crew's 'big sister' or 'big brother'. Kids will really look up to you! One more thing... you'll need to commit to being present all five mornings.

Preschool Crew Leaders (need 10 - **Entering Grade 11 through Adult**) - are also needed to help supervise the preschoolers. You'll need to commit to being present all five mornings and to arrive in the Preschool Area at 8:45 a.m. Monday; Tuesday to Friday report directly to the gym by 8:45 a.m. Karen Mitchell is Coordinator.

Preschool Asst. Crew Leaders (Entering Grade 7 through Grade 10) - (need 10) are most needed! You will be paired up with the same preschooler all week. One more thing... you'll need to commit to being present all five mornings and to arrive in the Preschool Room at 8:45 a.m. Monday; Tuesday to Friday report directly to the gym by 8:45 a.m. YOU need to be there when the children are dropped off.

Games Area: Fun & energetic teens or adults.

Bible Voyage: Calling all actors, teens and adults.

Kitchen :Teens and Adults are needed to help in the kitchen daily to prepare the creative snacks.

Decorator: We need help decorating the building. This is the fun part!!! We call it transformation time!

June 27 2-5 PM @ St. Mel

July 14, 15, & 16 12:30 – 3:30 @ St. Mel

Friday clean-up crew: Adults and older teens are needed for this vital job. The building needs to be put back in order after a whole week of activities.

July 2 at St. Mel

July 23 at St. Sebastian

Craft Area: Set up, clean up and assisting children with their craft activities.

Craft Assistants (Entering Grade 7 through Adult): Assist Coordinators with daily projects, including set up, helping children with craft activities and clean up.



High Seas Volunteer Expectations:

- I will sing with my crew
- I will dress appropriately (no short shorts, midriff tops, etc.)
- I will wear my crew shirt everyday – any designs will apply to the VBS theme
- I will not use any electronics (including cell phone) DURING VBS
- I will assist my crew with the activities (I understand I will not be making my own craft)
- I will behave respectfully and responsibly
- I will attend one of the training sessions prior to VBS

Signature

Printed Name

Date

By signing above, I agree with the above expectations as a volunteer during Vacation Bible School week.



Join us at High Seas Expedition! West Wayne Vicariate Vacation Bible School

June 28 – July 2 at St. Mel

or

July 19 – 23 at St. Sebastian

9:00 to 12:00 noon each day

VBS Closing Mass on Friday @ 11:10 a.m.

VOLUNTEERS NEEDED: Adults and teens entering Gr.7 and older!

We need MANY *volunteers* to pull off this mission for kids. We'll be making decorations and sorting supplies June 14 and 16 from 4 – 7 PM at St. Mel. The set up and decorating will take place June 27 2 – 6 PM at St. Mel and July 16,17, & 18 from 12:30 – 3:30 at St. Sebastian. We also need volunteers during Vacation Bible School week: June 28 – July 2 at St. Mel or July 19 – 23 at St. Sebastian from 9:00 a.m. – 12:00 p.m. to help work *games, drama, kitchen, & crafts*. We **especially need CREW LEADERS...TEENS & ADULTS!** Crew Leaders are *most* crucial.

There are only a few things you'll need to know before signing-up:

- **All *volunteers* 18 years or older**
Are required to attend a "Protecting God's Children Workshop"
Must submit a copy of your "Criminal Background Check Form" on file at your home parish.

You may register for a "Protecting God's Children" Workshop on-line at www.virtus.org. This workshop is mandated by the Archdiocese of Detroit.

- ***All volunteers* must attend a High Seas Training Session, (not just Crew Leaders)** – your choice – June 10 7 – 8 PM @ St. Mel, or June 22 or July 13 7 – 8pm @ St. Sebastian. You'll get all the inside scoop & get details about your specific job during the week!
- Crew Leaders and Teen Crew Leaders: We need 30 total for St. Sebastian between preschool and elementary-aged areas. We need 13 total for St. Mel.
- **Questions?** Contact us
Divine Child – Karen Mitchell (313) 277-3110 ext. 357 oct11km@yahoo.com
Sacred Heart - Julie or Nancy (313) 565-1020 churchlady75@hotmail.com or nsavat@shparish.org
St Anselm – Maryann Walkuski (313) 561-0512 mgwanselm@excite.com
St. Mel – Donna Trudell (313) 2743977 dmt7752yahoo.com
St. Sebastian – Susan Campbell (313) 563-0960 faithformation@stsebastiancatholicchurch.org

**Code of Pastoral Conduct
Archdiocese of Detroit 2004**

Code of Conduct for Volunteers

Our children are the most important gifts God has entrusted to us. A volunteer must strictly follow the rules and guidelines of this *Code of Conduct for Volunteers* as a condition of providing services to the children and youth of our archdiocese.

A volunteer must:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Avoid situations where they are alone with children and/or youth at Church activities.
- Use positive reinforcement rather than criticism, competition or comparison with children and/or youth.
- Refuse to accept expensive gifts from children, youth or their parents without written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written permission for the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator or appropriate supervisor and local Child Protection Services agency. Failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

A volunteer must not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth through fevers or other contagious situations.
- Strike, spank, shake or slap children and/or youth.
- Humiliate, ridicule, threaten or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

A volunteer working with children and/or youth is subject to a thorough background check, including criminal history. Any action inconsistent with this *Code of Pastoral Conduct* or failure to take action mandated by this *Code of Pastoral Conduct* may result in removal as a volunteer with children and/or youth.



Volunteer & Church Personnel Criminal Background Check Authorization Form

Archdiocese of Detroit

Hiring Entity: _____
(Address) (City) (State) (Zip)

As a church we value the safety of children in our care, our employees and volunteers and the people whom we serve. We want to take prudent measures to protect our human and material resources. Therefore, the Archdiocese mandates that criminal history background checks be conducted for all employees and volunteers who may have unsupervised contact with a child, the elderly or persons with disabilities. Please complete this form of basic information about you, which assures the best possible program and safety for all.

Please complete your responses to the following questions and return this form to the designated Administrator for Criminal Background Checks at your Parish or School.

Name:		*Date of Birth:	
Address:	City:	State:	Zip:
Known by any other name(s):			

Place of Employment:	Work Phone:	Home Phone:
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Number of years in Michigan:	If less than 7 years, previous residence(s) outside of Michigan:
	a. _____ <small>Street City State Zip County</small>
	b. _____ <small>Street City State Zip County</small>

Position(s) you are seeking, if volunteering:

Driver's license #:	State:	*Race:	*Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
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Authorization:

I understand that investigative inquiries on my background are to be made on me, to assess whether any reason exists that would suggest that I not be accepted for the position. These inquiries will be made according to policies of the hiring entity and will consist of a criminal history background check and/or driving record check using the services of the Archdiocese of Detroit / Department of Human Resources or a designated outside firm. The information received will be kept confidential and will be used only to determine my suitability to volunteer for the above noted position.

I authorize without reservation, any party contacted to furnish any or all of the above-mentioned information. Further, I will allow a photocopy of this authorization to be as valid as the original for purposes conducting the necessary investigation.

In addition, I agree to abide by the policies, procedures and code of conduct that currently exist or may be amended in the future.

 (Signature of Volunteer / Church Personnel (Date)

*NOTE: Date of birth, sex, and race requested only for purposes of identification in obtaining accurate retrieval of records.

Promise to Serve

Called by God to serve the Body of Christ, I promise to reverence those in my care by:

- ◇ respecting physical, emotional and behavioral boundaries
- ◇ speaking, dressing and acting appropriately
- ◇ listening compassionately when a child shares concerns and thoughts
- ◇ communicating well with my adult supervisors and peers
- ◇ giving fair, honest and equal attention to the children or adults whom I serve
- ◇ being aware of and avoiding potentially harmful situations
- ◇ being cautious in revealing personal information
- ◇ reporting any known or suspected child or peer abuse
- ◇ reflecting God's love and joy in all I say and do

Above all, with Christ as my inspiration and model, I will treat each person I encounter with sensitivity, care and respect.

**Teen Volunteer & Church/School Personnel
Background Certification**

Archdiocese of Detroit

Check the appropriate boxes:

- I attest that I have never been convicted of any misdemeanor or felony.
- I attest that I have been convicted of the following:

DATE	OFFENSE

I attest that the above information is true.

Print Teen's Name Print Parent/Guardian's Name

Teen's Signature Parent/Guardian's Signature

Date Date