

ARCHDIOCESE OF CHICAGO
APPLICATION FOR PARISH CATECHIST

The position of catechist in parish is particularly significant since the catechist shares in the essential responsibility of the Church to pass on the faith. It is the responsibility of the parish that the catechist be a practicing Roman Catholic continuing to develop their skills in imparting the faith as it comes to us through the teachings of the Church and that the catechists themselves be enriched in faith as they generously give their time and talent to the local parish.

The parish has a special responsibility for the religious education of its children and youth. For this reason, we ask all our catechists to fill out the following application, commit themselves to the ongoing training that occurs on the local level, and take seriously the witnesses that they are to the children and their parents.

I am applying for position of parish catechist for the grade level _____

BASIC INFORMATION (Please Print.)

Name: _____ Social Security Number: (volunteers need not to write) _____
 Address: _____
 City: _____ Zip Code: _____
 Home Telephone: _____ Business Telephone: _____
 Parish Name: _____

EDUCATION				
Name	Address	Area of Study	Year Graduated	Degree
High School:		N/A		
College:				
Graduate Work:				
Other (Describe)				

EXPERIENCE

Previous experience as religious educator:

Participation in parish organization or activities:

I have been a member of this parish for _____ years
I was previously member of _____ parish for _____ years.

REFERENCES

1: Name: _____ 2: Name: _____

Address: _____ Address: _____

Telephone # _____ Telephone # _____

EMPLOYMENT HISTORY

Please list chronologically your principal activities during the past five years. This should include both employment and periods of non-employment, if any. For periods of non-employment, please furnish the dates and describe your principal activity.

Dates Position (Include address, phone number) Reason for Leaving

Have you ever used a surname other than those indicated on page 1 ?

Yes ___ or No ___

If yes, state name and explain

Have you ever been convicted of a crime? Yes ___ or No___

If so, please explain. If you have been convicted of a crime other than a minor traffic offense, please state the following: Nature of conviction, date, sentence received, sentence served including date and location, probation or parole office, and any other facts or circumstances you wish to provide.

I certify the information contained in this application to be true and complete to the best of my knowledge. I am committed to attending catechist formation sessions and giving religious instruction to the children in the parish and seeking archdiocesan certification as a catechist through the parish.

I authorize archdiocese or its agents to undertake any investigation it deems appropriate in connection with this application, including contact with all prior employers and a criminal background check.

I am aware of the Illinois Abused and Neglected Child Reporting Act and its requirements.

Signature of Catechist

Date

FOR PARISH USE

REFERENCES CHECKED:

_____ Date _____ By _____

_____ Date _____ By _____

Code of Conduct for Church Personnel (Volunteers)

As someone who ministers to young people, I will maintain a professional role and be

mindful of the trust and power I possess as a minister to young people.

To achieve this, I will:

- Never touch a minor in a sexual way or other inappropriate manner.
- Never be alone with a minor in a residence, rectory, sleeping facility, or any other closed room.
- Never share a bed with a minor.
- Never take an overnight trip alone with a minor.
- Never introduce sexually explicit or pornographic topics, vocabulary, music, recordings, films, games, web sites, computer software, or entertainment.
- Never provide drugs, alcohol, or tobacco to a minor.
- Never use, possess, or be under the influence of illegal drugs.
- Never use alcohol when engaged in ministering to a minor.
- Never engage in physical discipline for behavior management of minors. No form of physical discipline is acceptable.

Measures to Aid Observance of the Code of Conduct

To help me keep the promises in the Code, I will:

- Report any suspected child abuse to the proper authorities.
- Avoid physical contact when alone with a minor. Physical contact with minors can be misconstrued, especially in private settings.
- Avoid overnight stays with a minor unless there is another adult present in a supervisory role.
- Avoid providing overnight accommodations for minors in private residences or rectories.
- Avoid driving alone in a vehicle with a minor.
- Refrain from giving expensive or inappropriate gifts to a minor.
- Avoid meeting privately with minors in rooms, offices, or similar areas where there is no window or where the door cannot remain open. If one-on-one pastoral care of a minor is needed (e.g., Sacrament of Reconciliation) avoid meeting in isolated locations.
- Exercise caution in communicating with minors through e-mails or the internet. Only share work/ministry related e-mail addresses with minors. Do not participate in chat rooms with minors.
- Ensure that all activities (extra-curricular, catechetical, youth ministry, scouting, athletics, etc.) for which you are responsible have been approved in advance by the appropriate administrator.
- Have an adequate number of adults present at events. A minimum of two adults in supervisory roles must always be present during activities for minors.
- Release young people only to parents or guardians, unless the parent or guardian has provided permission allowing release to another adult.
- Avoid taking minors away from the parish, school, or agency for field trips, etc.

without another adult present in a supervisory role. Obtain written parental permission before such activities. Permission slips should include the type, locations, dates, and times of the activity and emergency contact numbers.

Practical Suggestions

These are some practical suggestions for identifying permissible and impermissible conduct.

Conduct that May Be Permissible

Appropriate affection between Church personnel and minors constitutes a positive part of Church life and ministry. Nonetheless, any touching can be misunderstood and must be considered with great discretion. Depending on the circumstances, the following forms of affection are customarily (but not always) regarded as appropriate.

- Verbal praise.
- Handshakes.
- “High-fives” and hand slapping.
- Pats on the shoulder or back.
- Hugs.
- Holding hands while walking with small children.
- Sitting beside small children.
- Kneeling or bending down for hugs with small children.
- Holding hands during prayer.
- Pats on the head when culturally appropriate.

Conduct that is Not Permissible

Some forms of physical affection have been used by adults to initiate inappropriate contact with minors. In order to maintain the safest possible environment for minors,

the following are examples of affection that are **not** to be used:

- Inappropriate or lengthy embraces.
- Kisses on the mouth.
- Holding minors over four years old on the lap.
- Touching buttocks, chests or genital areas.
- Showing affection in isolated areas such as bedrooms, closets, staff-only areas or other private rooms.
- Touching knees or legs of minors.
- Wrestling with minors.
- Tickling minors.
- Piggyback rides.
- Any type of massage given by minor to adult.
- Any type of massage given by adult to minor.
- Any form of unwanted affection.
- Compliments that relate to physique or body development.

Code of Conduct Acknowledgement Form Employees and Volunteers

Parish/School/Agency _____

Date _____

I have received a copy of the **Code of Conduct for Church Personnel**. I have read and understand this Code of Conduct, and I agree to abide by it. I have also read and understand the "Measures to Aid Observance of the Code of Conduct" and the "Practical Suggestions" and will employ them to help me observe the code of conduct. A violation of this code can result in disciplinary action, up to and including termination and/or removal from ministry.

Signature

Print Name

Position

The signed Code of Conduct Acknowledgement Form shall be kept in employee personnel files at the agency/parish/school or in a general volunteer file at the agency/parish/school.

Please return this completed form to the site where you are an employee or volunteer.

ILLINOIS DEPARTMENT OF CHILDREN AND FAMILY SERVICES
AUTHORIZATION FOR BACKGROUND CHECK

Child Abuse and Neglect Tracking System (CANTS) For Programs NOT Licensed by DCFS

NOTE: Do not use this form if you are an applicant for licensure or an employee/volunteer of a licensed child care facility. Please contact your licensing representative.

Name: Last, First, Middle

Date of Birth: _____ Gender (circle): Male Female Race: _____

Current Address: Street/Apt. _____

City: _____ State: _____ Zip code: _____

Parish/School/Agency: _____

Your Position (Circle One): Priest, Deacon, Religious Order, Lay Employee
Volunteer

List all addresses at which you have resided in the past five years:

List maiden name and/or all other names by which you have been known:
(last, first, middle)

I hereby authorize the Illinois Department of Children and Family Services to conduct a search of the Child Abuse and Neglect Tracking system (CANTS) to determine whether I have been a perpetrator of an indicated incident of child abuse and/or neglect or involved in a pending investigation. I further consent to the release of this information to the agency listed below.

Signature Date _____

Archdiocese of Chicago
Jan Slattery
737 N Michigan Ave, Suite 1220
Chicago, IL 60611
312-751-8307 (Fax)

NOTE: You just complete it and send it to me I will mail it to DCFS office