

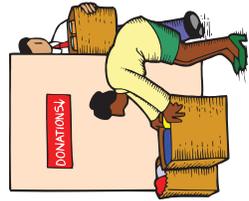
Q: Am I allowed to volunteer off the premises of the parish?

A: It depends on the particular activity for which you are volunteering. You must discuss this with your parish volunteer coordinator before you drive for any volunteer activity.



Q: What if I am in an accident or injured during my volunteer duties?

A: Volunteers are not covered under the diocesan workers' compensation program. However, as long as you are actively participating in a parish approved volunteer activity, the parish may have a program in place to assist volunteers with unpaid medical expenses.



Q: What if someone else is injured as a result of my volunteer duties?

A: As long as you are participating in a parish approved volunteer activity, the parish's Coverage Program should respond if someone alleges you are responsible for their injury.

Q: Do I need to be screened? Have you followed diocesan requirements for Safe Environment?

A: The activity for which you are volunteering may or may not require you to be screened. This screening is in direct response to the requirements for Safe Environment.



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Catholic Mutual Group



Volunteers and the Catholic Church

Thank you for your interest in volunteering...

Welcome to our growing family of volunteers within the church. The history of the Catholic Church is built on people volunteering their time and talents. The success of our many ministries and outreach depends on people like you, joining in our vision, putting hands and feet into action on behalf of the church.

We have developed this brochure to help volunteers understand their role and to help our programs remain safe for all involved. Please review this information prior to your choosing your area of involvement. Our mutual success is based on having people actively involved in areas of ministry that closely match their skills and abilities.



Frequently asked questions...

...we can help answer.

Q: How do I know what I can and can't do? Are there certain activities I should avoid?

A: You should not volunteer for an activity in which you are not comfortable. Be certain that the activity for which you volunteer is appropriate for your skills and experience.

Q: What if I am involved in a high risk volunteer activity such as babysitting, construction work, etc.

A: You should only be volunteering for these activities if you have been pre-approved by your parish volunteer coordinator and if you have the necessary skills.

Q: Am I allowed to drive as part of my volunteer duties?

A: You may only drive with the permission of the parish volunteer coordinator and then only on the specific business of your volunteerism. If driving your own vehicle, you will be required to carry a minimum of \$100,000/\$300,000 in liability coverage. Your insurance will respond/pay in the event of an accident. You will only be able to drive if you have an acceptable driving history.

Q: What are my duties and responsibilities as a volunteer?

A: Your duties and responsibilities will be directed by the parish volunteer coordinator. As a volunteer of the church, your actions may present a liability exposure to the parish. You are responsible in your volunteer activity to always conduct yourself in a safe and appropriate manner. Please display appropriate conduct.

Q. How old must I be to volunteer?

A: This answer will depend on the activity. Certain activities only allow adults to participate. Other activities may be open to youths. This determination is important as it relates to the safety of our volunteers.



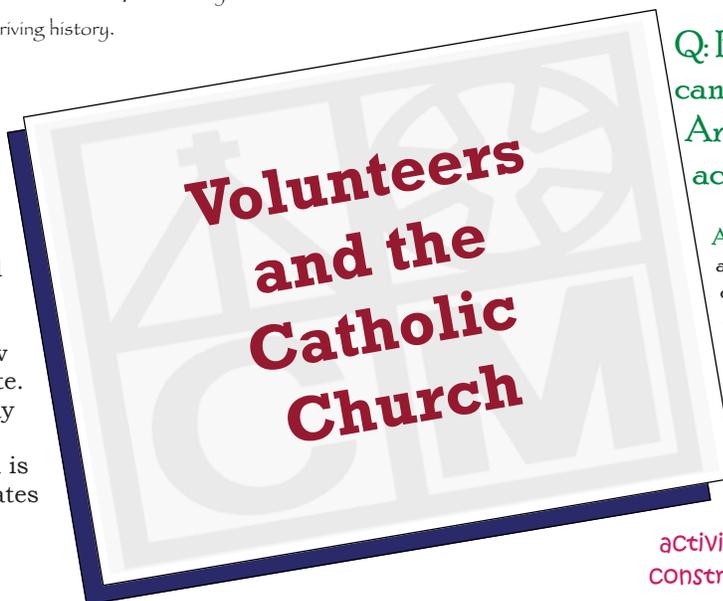
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Volunteer Workers

As a general rule, the use of parishioner volunteers performing construction services is discouraged. There may however be circumstances where an exception would be appropriate. This would require approval by the Buildings and Property Office on a case-by-case basis. Please note that under no circumstances can the Parish/Diocesan Insurance Policy provide coverage for volunteer workers (including Worker's Compensation, Liability, and Medical coverage).

The use of volunteers to perform certain tasks creates an unacceptable level of liability risk, whether the volunteers are qualified or not. The following guidelines present general loss control recommendations regarding limitations that should be placed upon the scope of volunteer services for construction, renovation and maintenance projects.

1. From an insurance point of view, contractors who donate services must be treated in the same manner as contractors who are being paid for their services. Therefore, it is in the best interest of both the Parish and the contractor who is donating services, to execute standard contracts for services to include insurance provisions that require the contractor to carry the appropriate coverage and to name the Parish and the Diocese as an Additional Insured on their insurance policy by endorsement.
2. Before allowing volunteers to begin work on a job, think about the hazards associated with the tasks. For example, does the job involve hazardous material, (lead paint, asbestos, chemicals, etc.) or require special equipment; is there a potential for falling or being struck by a falling objects; will very heavy objects need to be moved; is there a possibility for physical injury? Is this a job that would normally be performed by contractors with specialized equipment and skills? A "yes" answer to any of the above questions would indicate that volunteer labor is not appropriate for the task. The cost of a relatively minor injury to a volunteer could easily offset the cost of having a job done professionally.
3. Special licensing requirements: Many activities on a construction project require specialized training, certification and licensing. Some examples include, electrical work, boiler work, plumbing, HVAC, elevator work, lead paint remediation, asbestos abatement, etc. The use of volunteer labor for these activities is prohibited.