

5 year Re-check
New Volunteer

Our Lady of the Lake Catholic Church
1729 Stop Thirty Road
Hendersonville, TN 37075
615-824-3276

Dear Volunteer,

In an increasingly complicated society of which we are a part, it has become necessary to meet certain requirements for paid employees and volunteers of for-profit and not-for-profit entities such as our parish.

One of those requirements is that each paid employee and volunteer complete a profile form which includes personal and business references, and also complete a release form prior to involvement with the parish.

Attached is the DIOCESE OF NASHVILLE PROFILE FORM and the AUTHORIZATION TO OBTAIN INFORMATION AND RELEASE FORM which we ask you to complete. These forms provide us the necessary information to ensure that the best interests of our children are maintained.

Many of you are parents and can certainly appreciate our need to protect our children to the best of our ability. Completion of these forms is but one measure in that process.

Please complete the enclosed forms and return them to Cyndi Sabatino, Director of Religious Education, as soon as possible. *Only those individuals who have completed these forms may participate in any parish activities involving minors.*

We sincerely appreciate all of your efforts made on behalf of our children and if you have any questions, please feel free to call.

Sincerely yours,



Fr. Eric Fowlkes

**DIOCESE OF NASHVILLE
PROFILE FORM**

GENERAL INSTRUCTIONS:

Please complete requested information. If additional space is needed to complete questions, you may use a separate sheet.

SECTION 1 – PERSONAL DATA

Last Name	First Name	Middle Name	Maiden Name	Social Security Number
Home Address: No., Street, City, State, Zip		Date of Birth	Gender	Home Phone Number
Work Address: Co. Name, No., Street, City, State, Zip				Work Phone Number
Driver's License Number	State Issued	Year, Make, and Model of Vehicle		
Name of Auto Insurance Covering Vehicle			Policy Number	

*****NOTE: DRIVER'S INSURANCE IS PRIMARY IN CASE OF ACCIDENT*****

Have you ever been charged, accused, or convicted of child abuse, child neglect, or child sexual abuse?

Yes _____ No _____

Other than the above, is there any fact or circumstance involving your background that will call into question your being entrusted with the supervision, guidance, instruction, and/or care of young people?

Yes _____ No _____

If the answer to either of the above questions is "yes," please explain, providing details below.

Has an entity of the Diocese of Nashville ever conducted a criminal background check on you?

Yes _____ No _____

If yes, what location? _____ When? _____

SECTION 2 – PREVIOUS EXPERIENCE

Please list your experience working with youth in other organizations.

Organization	Address	Position Held	Contact Person and Phone Number
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Organization	Address	Position Held	Contact Person and Phone Number
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Organization	Address	Position Held	Contact Person and Phone Number
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SECTION 3 – ADDITIONAL INFORMATION

1. Is there a particular ministry, grade level, or religious subject that you feel qualified to teach or perform? If so, please describe below.

2. If you would like to minister or assist in any specific program at the school or parish, please indicate below. Include why you would like to minister in this area and any prior experience you may have.

SECTION 4 – REFERENCES

Name	Address	Phone Number
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Name	Address	Phone Number
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Name	Address	Phone Number
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I affirm that the information provided on this form (and the accompanying resume, if any) is true and complete to the best of my knowledge. I also understand that any falsified information or significant omissions may disqualify me from consideration in any ministry and may be considered justification for dismissal if discovered at a later date.

Date _____

Signature _____

**DIOCESE OF NASHVILLE
AUTHORIZATION TO OBTAIN INFORMATION
AND RELEASE**

I, _____ do hereby authorize representatives of
(Print FULL name here)

_____ and the Diocese of Nashville to contact any previous employers and/or references, to conduct criminal history checks, social security verifications and driving history searches, and to release all investigative records for examination for the purpose of verifying the accuracy of information contained on an application to work for or volunteer on behalf of _____.

I understand that I am entitled to a complete and accurate copy of any background report of which I am the subject upon my request to the Diocese.

I hereby authorize my former employers to release the requested information and to comment on my work record. I agree to hold my former employers and the Diocese of Nashville, its agents, subsidiaries, and representatives harmless concerning any liability with respect to any information that may be provided in response to these inquiries.

I hereby release _____, the Diocese of Nashville, its agents, subsidiaries, representatives, and any and all persons and entities from any and all liability with respect to information provided or in response to these inquiries. I understand that this Authorization/Release form shall remain in effect for the duration of my affiliation with the Diocese of Nashville and may be updated.

Applicant's Signature

Applicant's Address

Date

Diocese of Nashville
ACKNOWLEDGMENT

I have read the policies of the Diocese of Nashville entitled *Code of Conduct for Church Personnel, Response to Allegations of Sexual Abuse of a Minor, and Response to Allegations of Abuse of a Professional Relationship*. I understand it is my responsibility to be both familiar and compliant with the contents of these policies. Further I understand that any action on my part inconsistent with these policies may result in my removal from any ministry in the Diocese of Nashville or any of its subsidiaries including loss of employment. I acknowledge that I have completed a Profile Form and an Authorization Form for a criminal background screening through Kroll Background America. Finally, I affirm the importance of being trained about ways to make and maintain a safe environment for children and also affirm that I either have already viewed or will soon view the diocesan education presentation entitled *Protecting Our Youth – The Duty To Report Child Abuse & Neglect*.

Printed Full Name

Signature

Date

**DIOCESE OF NASHVILLE POLICY STATEMENT:
CODE OF CONDUCT FOR CHURCH PERSONNEL**

P R E F A C E

Article six of the *Charter for the Protection of Children and Young People*, Revised Edition (adopted by the USCCB November, 2002) states:

"there will be clear and well-publicized diocesan standards of ministerial behavior and appropriate boundaries for clergy and for any other church personnel in positions of trust who have regular contact with children and young people."

Therefore, the Bishop of the Diocese of Nashville promulgates this Policy Statement: Code of Conduct for Church Personnel and makes it binding effective September 1, 2003, on all priests and deacons possessing or seeking Nashville diocesan faculties, all Nashville diocesan seminarians, all parish employees, and all diocesan school employees. This Policy also binds all volunteers and diocesan employees who have regular contact with minors. "Regular contact" means more than one opportunity for contact with minors. The term "minor" refers to anyone younger than eighteen (18) years of age.

The purpose of this Code of Conduct is to identify standards of appropriate ministerial behavior and boundaries. The Church must be exemplary. Church personnel will be held accountable for their ministerial behavior. In order to maintain the highest level of accountability, behavioral standards must be established. Although not exhaustive, this Code of Conduct provides a basic identification of limits.

P R E A M B L E

Church personnel of the Diocese of Nashville must uphold Christian values and conduct. This Code of Conduct provides standards for pastoral conduct. Each individual covered by this Code of Conduct prior to providing pastoral service will complete a Profile Form, an Authorization Form, a criminal background screening, read a copy of this Code of Conduct as well as the two Nashville Diocesan Policies entitled Response to Allegations of Sexual Abuse of a Minor and Response to Allegations of Abuse of a Professional Relationship, and sign an Acknowledge statement.

R E S P O N S I B I L I T Y

The public and private conduct of church personnel can inspire and motivate

minors, but it can also scandalize and undermine their faith. Church personnel must, at all times, be aware of the responsibilities that accompany their work. Responsibility for adherence to this *Code of Conduct* rests with each individual. Individuals whose actions are not in conformity with this *Code of Conduct* will be subject to remedial action by their appropriate superior (i.e., pastor, religious superior, principal, director, bishop, etc.). Corrective action may take various forms, from a verbal reproach to removal from the ministry, depending on the specific nature and circumstances of the offense and the extent of the harm.

STANDARDS

- 1 Church personnel assume full responsibility for establishing and maintaining clear, appropriate boundaries in all ministry situations involving minors.
- 2 All physical contact between church personnel and minors must be completely nonsexual and based only on a minor's need. Physical contact when alone with a minor will be avoided.
- 3 Church personnel who learn of information indicating clear and imminent danger to a minor or to others must disclose the information necessary to protect the safety, health, or well-being of the parties affected and must communicate such disclosures to their ecclesiastical supervisor.
- 4 Church personnel will not engage in the corporal discipline of minors in their care. Discipline problems will be handled in coordination with one's supervisor and the parents of the minor.
- 5 A degree of vulnerability exists when church personnel minister alone with minors; therefore, a team approach to managing activities involving minors should ordinarily be used.
- 6 Church personnel will never be alone with a minor in a residence, sleeping facility, locker room, rest room, dressing facility, or other closed room or isolated area that is inappropriate to a ministerial relationship; necessary one-on-one meetings with a minor must take place at times and at locations that create accountability and avoid inappropriate activity.
- 7 Church personnel will never take photographs of minors while they are unclothed or dressing.
- 8 Church personnel will never provide minors with alcohol, tobacco, drugs or anything prohibited by law, nor administer medication of any kind without written parental permission.
- 9 Church personnel will not allow a single minor who is not a legal relative to stay overnight in their private accommodations or residence when that adult and minor

are the only two people present.

10 Church personnel will not participate in any overnight ministry event involving minors when no other adults are present.

11 On overnight ministry events when chaperoning groups involving minors church personnel will never sleep in a bed, cot, sleeping bag, etc. with a minor.

12 Church personnel will not employ with minors any topics, vocabulary, recordings, films, games, the use of computers, or any other form of interaction or entertainment that could not be used comfortably in the presence of parents.

13 Church personnel will provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment including but not limited to the following:

Physical or mental abuse,

Racial insults,

Derogatory ethnic slurs,

Sexual advances, touching, comments, or jokes,

Requests for sexual favors, and

Display of offensive materials.

14 Church personnel who know or suspect such intimidation or harassment or who have received an allegation of such must immediately report it to the Moderator of the Curia or the diocesan attorney in accord with point 3 of the Nashville Diocesan Policy, *Response to Allegations of Abuse of a Professional Relationship*, and to their own supervisor. The procedures of this Diocesan Policy will be followed to protect the rights of all involved.

15 Church personnel have a duty to report their own ethical or professional misconduct and the misconduct of other church personnel.

16 Church personnel who become aware of another individual's illegal or inappropriate action will immediately notify the proper civil authorities, their own supervisor, and, if different, the supervisor of the other individual (or next higher authority if required).

17 Church personnel who become aware of another individual's violation of this *Code of Conduct* will immediately notify their own supervisor and, if different, the

supervisor of the other individual (or next higher authority if required).

18 Church personnel who are uncertain about whether a situation is illegal or in violation of this *Code of Conduct* will consult with their own supervisor (or next higher authority if required).

19 Church personnel who know or suspect another individual's sexual misconduct or who have received an allegation of such must immediately contact the Moderator of the Curia or the diocesan attorney in accord with point 3 of the Nashville Diocesan Policy, *Response to Allegations of Abuse of a Professional Relationship* and must contact civil authorities if the situation involves a minor in accord with Tennessee law and points 1.3 and 1.4 of the Nashville Diocesan Policy, *Response to Allegations of Sexual Abuse of a Minor*. The procedures of these two diocesan policies will be followed to protect the rights of all involved.