

Saint John's Catholic Parish

Date: _____

Name: _____

PRIVATE & CONFIDENTIAL

Residential Address: _____

Dear _____

I am pleased to accept your offer to perform volunteer work for St John's Catholic Parish at Heidelberg, commencing on _____.

St John's is a parish of the Catholic Archdiocese of Melbourne, and is conducted in accordance with the religious doctrines, beliefs and principles of the Catholic Church.

The work of volunteers is highly valued by the parish and is an essential part of its pastoral mission. The role of volunteers is fundamentally an evangelical one. It is about service to others following the gospel message of Jesus Christ to love God and love your neighbour.

As a volunteer at St John's Catholic Parish you will be a _____.

The duties and responsibilities for this volunteer role can be found in the attached Responsibilities of Volunteer Form.

I confirm that you have offered your time and skills on a voluntary basis and that you will not receive any remuneration for your performance of the volunteer work. Similarly, I confirm that nothing in the arrangements under which you will perform the volunteer work will constitute a relationship of employer and employee between St John's Parish and you, nor give effect to any other contractual or legal relationship.

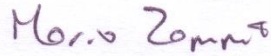
Despite the absence of any legal relationship, you will, when performing the volunteer work, and as a condition of being on the premises, be required to comply with the Parish's and/or the hospitals' policies and procedures relating to health and safety, privacy, anti-harassment and other relevant policies. Importantly, your conduct should be in conformity with the doctrines, beliefs and principles of the Catholic Church.

The parish takes the safety, wellbeing and inclusion of all children very seriously. Please find attached a copy of the Catholic Archdiocese of Melbourne Commitment to Child Safety and the parish's child safety policy and code of conduct. I ask that you take the time to read and familiarise yourself with these documents and upon commencement of your volunteer work, you will have an opportunity to ask questions about them.

Please acknowledge your understanding of the above arrangement by signing both copies of this letter and a copy of the Parish Code of Conduct. Please retain one copy of both documents for yourself and return the other copy to the parish office.

Once again I thank you for offering your time and services as a volunteer, and look forward to the valuable contributions that you will make as a volunteer.

Yours faithfully



Fr Mario Zammit

Parish Priest

Acceptance of these arrangements

I agree that my work as a volunteer will be governed by the arrangements set out in this letter:

Signature: _____

Name: _____

Date: _____

Enc: Catholic Archdiocese of Melbourne Commitment to Child Safety
St John's Parish Child Safety Policy
St John's Parish Code of Conduct (2 copies)
St John's Parish Volunteer Agreement form (2nd copy)

Responsibilities of a Volunteer/Employee

Parish workers have a responsibility to:

- Undertake work induction and training as required
- Be familiar with and comply with the Parish's Child Safety Policy and Code of Conduct and any other policies or procedures relating to child safety
- Work on tasks suitable to their skills and experience
- Behave in an ethical manner
- Keep Parish matters confidential, including those relating to children, except where reporting or child safety obligations dictate otherwise
- Use appropriate communication within the Parish when needing information, support, back-up, supervision or review
- Be aware of their duty of care to children
- Proactively monitor and support the wellbeing of children in their care
- Exercise pastoral care in a manner which reflects the Parish's values
- Assist in the provision of a child-safe environment for children
- Comply with Occupational Health and Safety policies and practices
- Maintain a Working with Children Check (or equivalent as approved by the Parish Priest)
- Be aware of protocol when representing the Parish.