



## VIRTUS® - Registration Information

**STEP 1:** Did you register online to attend this Protecting God's Children Awareness session?

**IF YES:** your registration for VIRTUS is complete. You **DO NOT** need to register again.

**IF No:** proceed to STEP 2.

**STEP 2:** Do you have Internet Access?

**IF Yes:** please go to <https://fwdioc.org/training-schedules> to register your information as soon as possible following this training session. You do not need to complete this form.

**IF No** please complete this form and give it to the facilitator/coordinator of the session you are attending before you leave.

**NOTE:** Please do not use this form if you have a computer with an Internet connection, OR access to a computer with an Internet connection.



Training Course: **Protecting God's Children - Awareness Session for Adults**

Training Date: \_\_\_\_\_ Time: \_\_\_\_\_ Training Location: \_\_\_\_\_

Your Primary Location (Organization or Parish or School, please include the city): \_\_\_\_\_

Salutation: (i.e. Mr., Ms., Mrs., etc.) \_\_\_\_\_ Email address : \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Secondary Location(s) (Other locations where you work, volunteer, or worship - i.e. Parish Name and City): \_\_\_\_\_

Please select the roles that you play within your Diocese (please check all that apply):

- |   |   |
|---|---|
| _____ Volunteer                               | _____ Deacon                            |
| _____ Educator                                | _____ Priest                            |
| _____ Employee (of the Diocese of Fort Worth) | _____ Candidate for Ordination          |
| _____ Independent Contractor                  | _____ Other Religious (Sister, Brother) |

Your Role(s) (i.e. Catechist, Coach, Room Mom, Scout leader, Teacher, etc.): \_\_\_\_\_



# Volunteer Ministry Application



Thank you for volunteering your time and talents to serve in ministry in the Diocese of Fort Worth. Your completed application will be reviewed carefully, but its receipt does not imply that you will be accepted as a volunteer minister. The Diocese of Fort Worth, in its sole discretion and (where applicable) in consultation with the parish/school, decides who may officially minister in the Catholic Church. Incomplete answers on this application may result in no offer of ministry.

After this application is reviewed, an interview will be scheduled with the appropriate ministry leader or other designated person. All volunteers participating in an official ministry within the Diocese of Fort Worth are required to attend a Safe Environment Awareness Session and agree in writing to abide by the Diocesan Code of Conduct & Behavior Standards for All Clergy, Religious and Lay Ministers. The last step in the review process of your application for volunteer ministry requires you to successfully complete a Criminal Background Check.

Your signature and initials in the appropriate places on this application are required prior to processing your application. Please complete all 4 pages of this application form and return it to your parish/school Safe Environment Coordinator.

## I. Contact & Personal Information

Full Legal Name (printed): \_\_\_\_\_

Maiden Name (if applicable): \_\_\_\_\_

Nickname(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Length at Current Address: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

E-mail: \_\_\_\_\_

Date of Birth (Month/Day/Year): \_\_\_\_/\_\_\_\_/\_\_\_\_

Driver License: State \_\_\_\_\_ Number \_\_\_\_\_

Check here if you have had a criminal record check with the Diocese of Fort Worth in the past three years. Approximate date of background check: \_\_\_\_\_

## II. Volunteer Experience

Please list your volunteer experiences with current and previous dioceses, parishes and church organizations, with other civic or non-profit organizations, and particularly volunteer experience with youth organizations (*use additional sheet if needed*).

Organization	Duties	Dates	Contact	Phone/Email

### III. References

Reference Name Professional/Civic/Personal (not family members)	Address City, State, Zip	Daytime Phone & Email	How long have you known this person?	Has this person agreed to provide a reference?

### IV. Questions (use additional pages if necessary)

1. What parish are you currently attending and/or registered with? \_\_\_\_\_
2. For **liturgical** volunteers only
  - a. Are you a Catholic in good standing? Yes  No
  - b. Have you received all of your sacraments? Yes  No
  - c. If married, were you married by a priest or deacon in the Catholic Church? Yes  No
3. Has any parish, school, facility, organization, or faith community terminated or refused your volunteer service? Yes  No  *If, yes, please explain?* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Have you ever been accused of physically, sexually, or emotionally abusing a child? Yes  No   
*If, yes, please explain?* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Have you ever had your parental rights restricted, suspended or terminated? Yes  No  *If, yes, please explain?* \_\_\_\_\_
6. Has a civil or criminal complaint ever been filed against you alleging physical or sexual abuse or sexual harassment? Yes  No  *If, yes, please explain?* \_\_\_\_\_  
 \_\_\_\_\_
7. What is the volunteer role for which you are applying? \_\_\_\_\_
8. Why are you applying for this volunteer role? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. What gifts and talents do you bring to serve in this role? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
10. List your previous training and education that will enhance your ability to serve.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
11. What do you intend to accomplish by your involvement? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
12. Are there any time constraints that affect your ability to volunteer throughout the next year?  
 Yes  No  *If, yes, please explain?* \_\_\_\_\_

**V. Educational history**

<b>Dates</b> (Start with most recent)	<b>School Name &amp; Address</b> City, State Zip	<b>Type of School</b>	<b>Name of Program/Degree</b>	<b>Program Completed?</b>
Started ___/___/___ Ended ___/___/___				
Started ___/___/___ Ended ___/___/___				
Started ___/___/___ Ended ___/___/___				

**VI. Employment history**

<b>Dates of Employment</b> (Start with most recent)	<b>Company Name &amp; Address, City, State Zip</b>	<b>Immediate Supervisor Name &amp; Phone</b>	<b>Position Held</b>	<b>Reason for Leaving</b>
Started ___/___/___ Ended ___/___/___				
Started ___/___/___ Ended ___/___/___				
Started ___/___/___ Ended ___/___/___				

**VII. In addition to English, are you fluent in any other languages? (Check all that apply)**

Spanish  Vietnamese  Sign Language  Other (specify) \_\_\_\_\_

**VIII. Authorization for Background & Reference Checks**

The Diocese of Fort Worth appreciates your willingness to share your faith, gifts and skills. The information gathered in this application is designed to help us assure that we are providing the highest quality programs for the people of our community. **Please read and check each box of the statements below.**

- I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application, or dismissal from my volunteer involvement.
- I hereby authorize the Diocese and/or its agent to conduct a personal and professional background check for the purposes of my application to serve as a volunteer. At this time, and until informed in writing to the contrary, I hereby authorize and direct the release to the Diocese and/or the authorized agent of the Diocese any information concerning my employment, education, criminal record, allegations of abuse or sexual harassment, and/or any other relevant information.
- I grant the Diocese permission to conduct a criminal background check, arrest records check, abuse registry check, and driving record check for the purposes of reviewing my application to be a volunteer and to investigate all statements contained in the application.
- I agree to conduct myself according to the Code of Conduct and other policies of the Diocese.
- I hereby waive any right that I may have to inspect any information provided about me by references or any representative of organizations and entities previously mentioned in this application or a personal interview.
- I understand that the Diocese has a ZERO TOLERANCE Policy for child abuse and takes all allegations of child abuse seriously. I further understand that the Diocese cooperates fully with the authorities to investigate all cases of alleged child abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.
- I understand that I can withdraw from the application process at any time.
- I understand and agree that false statements and/or omissions regarding past conduct and/or present situations may result in denial of this volunteer application and that refusal to inform the Diocese of the contents of a sealed criminal record will result in the automatic denial of the application.
- My signature indicates that I have read and understood the above stated information within this release and am signing below of my own free will.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Name: \_\_\_\_\_



# Authorization for Release of Information

All employees/volunteers in the Catholic Diocese of Fort Worth (the "Diocese") must satisfactorily pass a criminal background check as a condition of their service. You must complete and sign this form to authorize the Diocese to perform this check. **Do not alter this form in any way.** Any alterations could result in disqualification. Complete the following as shown on your government issued identification card, eg. Driver's License or Passport.

First Name	Middle Name	Last Name	Suffix	Other Names	Sex
Maiden Name	Birth Date (MM/DD/YYYY)	SSN (required only if employee)	Drivers License #	State	Exp. Date

**Provide home addresses for the past seven years, most recent first:** (Use back of this form if necessary)

Street, Apt. #	City	State	Zip	County

**CRIMINAL HISTORY: THIS INFORMATION WILL BE VERIFIED**

- Have you ever been convicted of a felony? No Yes
- Have you ever entered a plea of "Guilty" to a felony? No Yes
- Have you ever entered a plea of "No Contest" to a felony? No Yes
- Have you ever been placed on a "Deferred Adjudication" to a felony? No Yes

**Please discuss with your pastor/Supervisor** any circumstance or fact about you or your background that could call into question your being trusted with the supervision, guidance, education and/or care of children and young persons. If you answered "Yes" to any of the above questions, or if there is anything in your background that needs clarification, please explain: (use back of this form if necessary)

**Federal Law provides the legal authority for an individual to authorize an extensive background check.**

- I understand that the Diocese may request information concerning criminal, work and volunteer history from various public and private sources and from one or more consumer reporting agencies.
- I understand that any such investigative report could include information as to my character, work habits, performance, and experience, along with reasons for termination of employment and/or volunteer assignments.
- I understand that information may be obtained from sources indicated above and that this information will be reviewed by Diocesan officials in strictest confidence and not revealed to me or anyone except as required by law.
- I understand that false statements and/or omissions regarding past conduct and/or present situations may be grounds for denial of employment and/or volunteer services.
- I understand that this authorization and release is valid and may continue to be used as long as I am in service to the Diocese and that if I rescind it I will immediately cease to be of service.
- I understand that I am entitled, upon request, to receive additional information concerning the nature and scope of any information requested.
- I understand that I am also entitled to a copy of the consumer report obtained if information from the report will be used in making an adverse decision concerning my employment or service to the Diocese.
- I further acknowledge that a telephone facsimile (FAX), photographic, or electronically scanned copy of this release authorization shall be as valid as the original.

**By my signature below, I hereby**

- Believe and affirm that nothing in my background should prevent me from serving in the Diocese;
- Give permission to the Diocese to conduct and re-conduct criminal background checks, arrest record checks, abuse registry checks, employment checks and volunteer service checks;
- Authorize all previous employers, law enforcement agencies, administrators, state agencies, institutions, information service, consumer reporting agencies, and other public or private entities which may possess the above mentioned information to furnish such information to the Diocese; and
- Release the Diocese, its parishes, its school, its agents, and all persons, agencies, and entities providing information or reports about me, from any and all liability arising out of the request for and use of the above mentioned information or reports for its intended purpose as described above

Signature

Date

## BEHAVIOR STANDARDS

Please *check each box* signifying that you have read, understand and will adhere to each Behavioral Standard.

- Clergy, seminarians, deacon aspirants or candidates, paid personnel and volunteers are to act as role models of proper Catholic values and must not engage in unethical or immoral conduct (or that which gives the appearance of such).
- Any interpersonal conduct that is prohibited by civil law is likewise forbidden under diocesan policy. As a prime example, any verbal or nonverbal sexual behavior between a minister and a child or young person is inappropriate and forbidden. Further, illicit use of electronic media, whether via internet, email, chat rooms, social networks, phone conversations, text messaging, photos, videos or any other access, is prohibited.
- Any suspicion of sexual abuse must be reported as required by state law and diocesan policy. Any knowledge or reasonable suspicion of any minister having an inappropriate relationship with a child or young person must be reported promptly to that person's supervisor, who must then discuss this concern with the minister.
- Two Safe Environment trained adults or one Safe Environment trained adult and two trained teens must be present at all children's and/or youth religious education programs, classes and activities, and must remain until all children/youth have left the premises. This requirement includes all *jovenes* (Spanish youth) ministries that include adolescents. All planning meetings/ interactions with a teen assistant/helper must take place in public or in the presence of another adult or teen. All Catholic school events and activities outside of a regular classroom setting require the presence of two adults or one adult and at least two teens. Going out/Dating between a minister and a child or young person is not allowed.
- When initiating physical contact, discretion must be used. Any display of affection should be made in a public setting in front of other group members and should respect the wishes of the other person.
- One-to-one counseling between a minister and those he/she ministers to should always occur in a public place where they can be observed by others—never alone in a car or a private place.
- Driving alone with a child and/or youth is to be avoided at all times unless extraordinary circumstances require immediate and prudent action. In such situations, special care should be taken, including all of the following:
  - ✓ Contact parents and document the outcome of the call.
  - ✓ Do not sit close to one another in the car.
  - ✓ Do not come into physical contact with each other.
  - ✓ Do not stop the car to talk.
  - ✓ If you must stop, turn on the inside light of the car.
  - ✓ Avoid physical contact (hugs and kisses) when saying goodbye.
  - ✓ Be aware of the time you depart and arrive and make a record of those times.
- If a minister experiences a recurring romantic or sexual attraction for someone they are ministering to, the minister is required to discuss the situation with their supervisor or spiritual director for guidance.
- Any sexual gestures or overtures made to a minister, from those he/she ministers to, should be reported to his/her supervisor who will then meet with those involved to discuss the incident.
- All observed Code of Conduct violations must be reported to the supervisor and documented.

Any Clergy, Religious or Lay Minister  
who cannot maintain these Behavior Standards  
cannot serve in the Diocese.

## DISPLAYS OF AFFECTION

### Appropriate

Asking permission before touching  
Side hugs (with adults)  
Brief shoulder to shoulder hugs  
Pats on the shoulder or back  
Handshakes  
"High-fives" and hand slapping  
Verbal praise  
Touching hands, faces, shoulders and arms  
Arms around shoulders  
Holding hands during prayer or when a person is upset  
Holding hands while walking with small children  
Sitting close to small children  
Kneeling or bending down for hugs with a small child

### Inappropriate

Any form of unwanted affection  
Full frontal hugs or "bear hugs"  
Touching bottoms, chests or genital areas  
Massages  
Patting others on the thigh, knee or leg  
Tickling or wrestling  
Touching or hugging from behind  
Games involving inappropriate touching  
Kisses on the mouth  
Special gift giving to/from a certain person

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**Violations of the *Code of Conduct & Behavior Standards for All Clergy, Religious and Lay Ministers* are grounds for disciplinary action, up to and including dismissal.** All Clergy, Religious and Lay Ministers of the Diocese of Fort Worth are to sign the *Code of Conduct Agreement Form*. Failure to agree in writing with this Code of Conduct is also grounds for disciplinary action up to and including dismissal.

## Code of Conduct Acknowledgement

I understand that violations of the *Code of Conduct & Behavior Standards for All Clergy, Religious and Lay Ministers* ("*Code of Conduct*") as outlined, are grounds for disciplinary action, up to, and including dismissal. I further understand that I am required to sign this Acknowledgement if I wish to serve in the Diocese of Fort Worth. Therefore, having read and understood the *Code of Conduct*, I hereby agree to uphold those requirements and standards in all ministries in which I serve.

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Signature

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Date

---

Email

---

Printed Name

---

Home Phone

---

Cell Phone

---

Home Address

---

City, State, Zip

---

Church where you are registered

---

City where your church is located

---

Primary position or ministry and city

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Other ministries in which you are involved

\* Recognizing that many people are involved in more than one ministry, sometimes in more than one location, please name your "primary" location and position or ministry. For clergy and religious, the primary entity is the Diocese, and this form should be submitted to the Safe Environment Department at the Catholic Center. For lay employees, the primary location is the place of your employment. All others should identify their primary ministry and location and submit this form to the Safe Environment Coordinator at that location.