

Church of St. Mark

Office of Faith Formation

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Dear Valued Volunteer,

We are thrilled that you are willing to volunteer here at the Church of St. Mark. We take the responsibility of working with children very seriously and ask you to comply with the Archdiocese of Baltimore and our policies for volunteerism. Enclosed in this packet you will find an application for volunteer services, a volunteer select screening authorization, and three different verification forms.

The application must be completed thoroughly, including three references. Feel free to use a parish staff employee or committee member as your professional or civic reference if you choose. The references will likely be checked by a phone call from a parish staff member but can also be mailed directly to the stated persons from the parish offices. The other forms have been highlighted where you need to sign them and fill them out.

You will also need to complete the STAND training; which is an online training program that helps to explain ways to recognize abuse, how to report abuse and what is expected of you as a volunteer. At the end of the training you will print a certificate of completion that needs to be turned in to the parish to be placed in your file. If you do not have access to the internet, we are happy to work with you to provide personalized training. The website is:

<http://archbalt.org/about-us/child-youth-protection/training/>

our parish username is **stmarkfallston** and the password is **archbalt**

We would encourage you to take notes during the training presentation as there is a quiz at the end and some of the statistics are referenced. If you don't pass the quiz, you have an opportunity to retake it immediately.

The Archdiocese of Baltimore has detailed information available for you at their website. It can be accessed by the internet at this link: <http://archbalt.org/about-us/child-youth-protection/volunteers/>

You will need to preview and read the documents titled **Code of Conduct for Church Personnel** and **Statement of Policy for the Protection of Children and Youth**. Both of these documents are available in the Parish Offices for you to preview at your

convenience. The recommendation is that you preview these by accessing them directly online at the Archdiocese of Baltimore web site. The direct links to these documents are:

<http://www.archbalt.org/about-us/child-youth-protection/loader.cfm?csModule=security/getfile&PageID=9483> and
<http://archbalt.org/about-us/child-youth-protection/loader.cfm?csModule=security/getfile&PageID=7115>

It is essential that all documents (application, verification forms and certificate of STAND training) be completed and returned to our office before you work in a capacity with children or youth. Once we have completed your file you will receive the card stating your acceptance as a volunteer with children and youth. Your screening is valid for 5 years, at which time you will be asked to complete another screening authorization form if you are still in the role of volunteering with children and youth.

On behalf of our Pastor, Fr. Gerard Francik, our entire staff, and the children and youth of our St. Mark family; thank you for your attention to all these details and for serving the Church in a manner just as Jesus did. We are grateful for your call to share the Gospel values in such a special way!

Peace in Christ,

Sheila Lamb
STAND Coordinator
Faith Formation Office Manager

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