



To **volunteer** to work with children or teens at St. Clare of Assisi, the following Archdiocesan guidelines **MUST** be adhered to and all necessary forms **MUST be completed and returned to Jackie Stewart Child, Safety Coordinator in the Religious Education office** *prior* to any volunteer opportunities or assignments.

1. MISSOURI FAMILY CARE SAFETY REGISTRY

All volunteers 18 years or older, must complete the Missouri Department of Health and Senior Services "Worker Registration" form. This completed form registers you in the Family Care Safety Registry of Missouri, which provides criminal record checks updated every two years while you are a volunteer.

- **St. Clare of Assisi parish will pay the Family Care Registry fee.**
- *If you have completed this form for another Agency or Parish, you need only provide your SSN to update the background check on file.*
- *This process may also be completed on-line at your expense (\$11) at the following web site: <http://www.dhss.mo.gov/FCSR/>*

2. PROTECTING GOD'S CHILDREN WORKSHOP

All volunteers 18 years or older must attend a Protecting God's Children Workshop given by the Archdiocese of St. Louis before working with minors.

http://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=14498&theme=0

3. CODE OF ETHICAL CONDUCT

All Volunteers 18 years or older must read and sign the "Commitment to Ethical Conduct for Clergy, Employees and Volunteers Working with Minors" for the Archdiocese of St. Louis.

FORMS NEEDED:

- Family Care Safety Registry Worker Registration
- Code Of Ethical Conduct (Booklet available from the Religious Education office)

All completed forms should be sent to Religious Education office c/o Jackie Stewart Child Safety Coordinator. Any questions regarding this process, please contact 636-394-4368. jstewart@saintclareofassisi.org