

Volunteer's Code of Conduct for Ministry with Minors
Province of St. Joseph of the Capuchin Order

Our children are among the most important gifts that God has entrusted to us. As a volunteer, I promise to follow the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children and youth in any ministry of the Province of St. Joseph of the Capuchin Order. This Code of Conduct is an extension of our commitment to carry out our Mission and Values <http://www.thecapuchins.org/about/index.shtml>. A minor is any person under age 18.

As a volunteer, I will:

1. Treat every person with respect, patience, integrity, courtesy, dignity, and consideration.
2. Avoid situations where I am alone and unsupervised with minors, unless there are exceptional circumstances. If such exceptional circumstances occur, I will inform the ministry supervisor at the earliest opportunity
3. Use positive reinforcement when working with minors.
4. Refuse to accept expensive gifts from any minor or his/her parent(s) or guardian(s) without the prior written approval of the pastor or ministry director.
5. I will not give gifts of any kind to individual minors.
6. If I am going to give gifts to a group of minors, I will first get the permission of my ministry director.
7. Report suspected abuse to the appropriate law enforcement or local child protection agency and inform the pastor, ministry director, or appropriate supervisor of the report. I understand that failure to report suspected abuse to civil authorities may be considered a crime.
8. I will include parent/guardian or supervisor in any form of electronic or social media communication.
9. Cooperate fully in any investigation of abuse of minors.
10. Conduct myself in a manner consistent with the Mission and Values of the Province of St. Joseph.

As a volunteer, I will not:

1. Smoke or use any tobacco product in the presence of minors.
2. Use, possess, or be under the influence of alcohol at any time while volunteering.
3. Use, possess, or be under the influence of any illegal drug at any time.
4. Pose any health risk to minors (e.g. by volunteering when suffering from any
 - a. potentially contagious condition)
5. Strike, spank, shake, slap, or otherwise physically harm any person.
6. Use sexually explicit or suggestive or vulgar language in the presence of minors.
7. Engage in any form of physically, emotionally, or romantically intimate relationship with a minor, whether inside or outside of ministry activities.
8. Intentionally humiliate, ridicule, threaten, degrade, or otherwise emotionally harm, abuse or harass a minor.
9. Engage in any form of inappropriate forms of electronic communication or social media with any minor I encounter in this ministry, and in particular activities such as "sexting," stalking, or the sharing of inappropriate images, etc.
10. Touch any person in a sexual or other inappropriate manner.
11. Use any discipline that is intended to frighten or humiliate a minor.
12. Use profanity.

I understand that as a volunteer working with children and/or youth, I may be subject to a background check including, but not limited to, a criminal history. I understand that any action inconsistent with the

Capuchin Province of St. Joseph's Code of Professional Responsibility or any breach of this Code of Conduct may result in my suspension or removal as a volunteer with children and/or youth. By signing this code of conduct, I give the Province of St. Joseph of the Capuchin Order the right to publish or post pictures and videos taken of me while volunteering.

Name (Print)

Signature

Date