

VOLUNTEER PROFILE

Diocese of Charlotte



Volunteer Profile

This form is to be used for all volunteer positions. No other application for volunteer service is authorized for use in the Diocese of Charlotte. Applications for volunteer service must be kept on file after termination of volunteer service.

The climate in the United States at this point in history is such that a concern about potential liability is raised in every sector of American life, including the Church. This is coupled with a heightening awareness of a responsibility to ensure that those who act in the Church's name would never violate basic Christian decency.

In order to protect the Church, those whom it serves and those who serve it, we ask you to complete the form below.

Diocese of Charlotte VOLUNTEER PROFILE

NAME _____
(Last) (First) (Middle Initial)

ADDRESS _____
(Street) (City) (State) (Zip)

TELEPHONE _____
(Home) (Work) (Cell)

EMAIL ADDRESS _____

TIMES AND DAYS AVAILABLE _____

A. PERSONAL INFORMATION

1. Have you ever been charged with, arrested for, or convicted of a crime other than a minor traffic violation? If so, explain fully the circumstances. (Such charge or conviction may be relevant if job related, but does not bar you from volunteering.)

2. Have you ever been the subject of an investigation involving an allegation of sexual abuse?
YES _____ NO _____. If yes, please explain:

3. Has a civil or criminal complaint ever been filed against you alleging, physical abuse or sexual abuse by you? YES _____ NO _____. If yes, give a short explanation of the complaint. (Please indicate the date, nature, and place of the incident leading to complaint, where the complaint was filed, and the disposition of the complaint.)

4. Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of physical abuse or sexual abuse by you? YES ____ NO _____. If yes, please give a short explanation of the allegations, the disposition of the allegations, and your employer at the time, including your employer's name, address and telephone number.

5. Have you ever received any medical treatment, physical or psychological, for reasons involving physical abuse or sexual abuse by you? YES ____ NO _____. If yes, give a short description of the treatment, including date(s), nature and location(s), identifying the treating physician with name, address and telephone number.

B. VOLUNTEER HISTORY

Please list your last three volunteer activities, starting with the most recent.

C. PERSONAL REFERENCES

Please list the name, address and telephone number of three individuals (other than Pastor or Principal) who are sufficiently familiar with you to provide a character reference.

<hr/>	<hr/>	<hr/>
(Name)	(Address)	(Telephone)

<hr/>	<hr/>	<hr/>
(Name)	(Address)	(Telephone)

<hr/>	<hr/>	<hr/>
(Name)	(Address)	(Telephone)

Signature of Volunteer Applicant

Date

FOR OFFICIAL USE ONLY	
INTERVIEWED BY: _____	DATE _____
POSITION ASSIGNED: _____	
Is the position to which the volunteer has been assigned one that requires that references be contacted?	
YES _____ NO _____	
If yes, have the references been contacted?	
YES _____ NO _____	
_____ Signature and Title of Supervisor	



DIOCESE OF CHARLOTTE
ACKNOWLEDGEMENT OF VOLUNTEER STATUS
(CURRENT NON-EXEMPT EMPLOYEES)

To be completed by all non-exempt employees in volunteer positions who are eligible to receive stipends and/or expense reimbursements for volunteer services.

**Thank you for volunteering your time with the Diocese of Charlotte.
Volunteers are extremely important to fulfilling the mission of the Church
and your willingness to serve is appreciated.**

I certify that I am currently employed by the Diocese of Charlotte (or any of its entities) and that, in addition to and separate and apart from my regular work as an employee, I am offering the following services freely to the Diocese of Charlotte (or any of its entities) as a volunteer.

Volunteer Services: _____

I understand that except for limited stipends and expense reimbursements that may apply to some volunteer duties (e.g. coaching stipends, expense reimbursements for materials, etc.), I will receive no compensation, pay, benefits or other privileges of employment of any kind for my volunteer services. I further understand that I am not eligible for workers' compensation benefits if I am injured or become ill as a result of my volunteer service.

I understand and agree that my behavior as a volunteer ultimately reflects on the Diocese of Charlotte and me and that I will conduct my volunteer service in a manner consistent with diocesan policy and my status as a representative of the diocese.

I certify that I have not been promised and have no expectation that I will receive a paid position or any other benefits as a result of my volunteer service.

I further certify that the proposed volunteer service is in a different capacity and involves substantially different duties for the job in which I am currently employed by the Diocese of Charlotte, and I am performing the volunteer work for charitable reasons.

Name (please print)

Date

Signature of Volunteer

Volunteer Location

Thank you for your volunteer service!

Diocese of Charlotte Registration Instructions

Before or after attending an instructor-led (live) session, all participants **must** register with **VIRTUS Online**.

To register, click on the following link:

www.virtusonline.org

Click on "begin the registration process"

Select your organization- use the drop down menu to select "Charlotte, NC (Diocese)" and click select

www.virtusonline.org

Create a User ID and Password you can easily remember.

This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred User ID is already taken, please choose another ID. We suggest the use of email addresses as user names.

Click **Continue** to proceed.



Please create a user id and password that you will use to access your account

Common names like Mary and John are not good choices as they are most likely already in use.
Common abbreviations like 'smith' and 'mJones' are also likely to already be in use.
We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long.

Your password must be at least 8 characters long.

[Important note about selecting passwords](#)

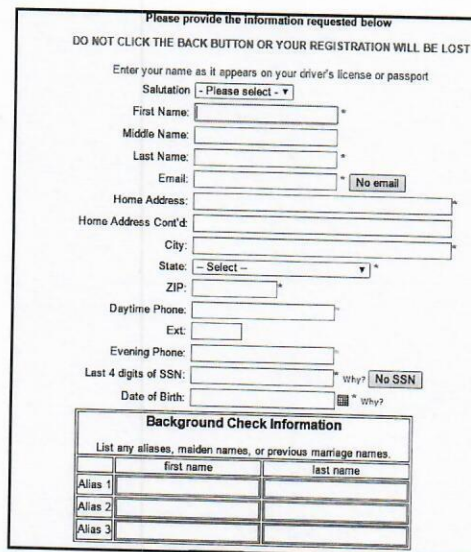
Provide **all** the information requested on the screen.

Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, Date of Birth, and any previous names used.

(Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.

If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your Safe Environment Coordinator to communicate with you. If you cannot obtain an email address, enter: nocaddress@virtus.org.



Please provide the information requested below

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Enter your name as it appears on your driver's license or passport

Salutation: Please select

First Name:

Middle Name:

Last Name:

Email: No email

Home Address:

Home Address Cont'd:

City:

State: Select

ZIP:

Daytime Phone:

Ext:

Evening Phone:

Last 4 digits of SSN: why? No SSN

Date of Birth: why?

Background Check Information

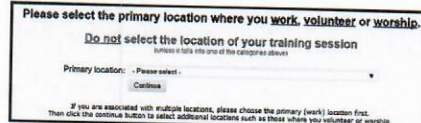
List any aliases, maiden names, or previous marriage names.

	first name	last name
Alias 1	<input type="text"/>	<input type="text"/>
Alias 2	<input type="text"/>	<input type="text"/>
Alias 3	<input type="text"/>	<input type="text"/>

Select the **PRIMARY** location where you **work** or **volunteer** by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).



Please select the primary location where you **work**, **volunteer** or **worship**.

Do not select the location of your training session

Primary location: Please select

If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer or worship.

Diocese of Charlotte Registration Instructions

Your selected location(s) are displayed on the screen.

Select **YES**, if you need to add secondary/additional locations.
(Follow instructions in previous step to select additional locations.)

Otherwise, if your list of locations is complete, select **NO**.

This is the list of locations with which you are associated:

Pastoral Center (Charlotte)

Do you work or volunteer in another location?

Select the role(s) that you serve within the Diocese of Charlotte and/or parish/school. (Use descriptions supplied to help determine appropriate role(s) to select.)

Please check **all** roles that apply.

Volunteer- this is the most common selection, use this if you are volunteering at a parish or school.

Employee- select if you are an employee of the Diocese of Charlotte or one of the parishes or Catholic schools located in the Diocese.

Priest- only for those who have been ordained as a priest.

Deacon-only for those who are ordained as a deacon

Candidate for ordination-only for those currently preparing to be ordained as a priest

Candidate for permanent Diaconate-only for those currently preparing to be ordained as a Deacon

Parent- select if you are a parent of a child under the age of 18

Click **Continue** to proceed.

In this step, **DO NOT** select the location of your training session - you will pick that later.
We are asking for the primary location where you work or volunteer.

Please select the primary location where you work or volunteer.

Location: Pastoral Center (Charlotte)

Please select at least one primary role you perform at this location.

☐ **Employee**
Works for the Diocese or a parish or Catholic school in the Diocese.

☐ **Volunteer**
Volunteer at a parish, school or other Diocesan location.

☐ **Priest**
Ordained as a priest.

☐ **Deacon**
Ordained as a Deacon.

☐ **Candidate for ordination**
Preparing to become a priest or deacon.

Please answer the following three questions.

Do you interact with, work with or come into contact with minors and/or vulnerable adults of this diocese?

Are you employed or applying for a paid position within one of our locations?

Are you a priest, deacon or candidate for ordination?

Click **Continue** to proceed.

Do you interact with, work with or come into contact with minors and/or vulnerable adults of this archdiocese/diocese/religious organization?

☐ Yes
☐ No

Are you employed or applying for a paid position within one of our locations?

☐ Yes
☐ No

Are you a priest, deacon or candidate for ordination?

☐ Yes
☐ No

Please review the following and respond:

Code of Conduct for the Diocese of Charlotte

To proceed, please **Confirm** by clicking on: "I have downloaded, read, and understand the Code of Conduct for the Diocese of Charlotte" and enter your full name and today's date.

Click on **Continue**.

Diocese of Charlotte, NC

Code of Conduct



Code of Conduct

☐ I have downloaded, read, and understand the Code of Conduct for the Diocese of Charlotte.

Please provide an electronic signature to confirm you have read the above documents and completed the Diocese of Charlotte Code of Conduct:

Full Name (first, middle and last): (John D. Smith)
Today's Date*: (mm/dd/yyyy)

Diocese of Charlotte Registration Instructions

Review the following and respond:

- **Policy of the Diocese of Charlotte Concerning Ministry-Related Sexual Misconduct**

To proceed, please **Confirm** by clicking on: "I have downloaded, read, and understand the Policy of the Diocese of Charlotte Concerning Ministry-Related Sexual Misconduct" and enter your full name and today's date.

Click on **Continue**.

If you have **not** attended a **VIRTUS Protecting God's Children** session, choose **NO**.

If you chose **NO**, you will be presented with a list of upcoming **VIRTUS Protecting God's Children instructor-led** sessions scheduled for the **Diocese of Charlotte**.

When you find the instructor-led session training you wish to attend, click the circle -- and then click **Complete Registration**.

Have you already attended a VIRTUS Protecting God's Children Session?

YES NO

If you have attended a **VIRTUS Protecting God's Children** session choose **YES**.

You will be presented with a list of all instructor-led **VIRTUS** sessions conducted in the **Diocese of Charlotte**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.

If your ministry does not require you to complete training, do not make a selection and click "continue". If you need to add a training session at a later time, one can be added to your account.

All volunteers are required to submit a background check, so please click on Submit Background Check to complete a background check on a secure website.

Create a user ID and password with Sterling Volunteers and complete your background check.



Diocese of Charlotte Registration Instructions

If you registered for an online training session, login to Virtus at any time to begin your training. If you registered for a live training session, attend your training session at the date and time you chose. You will receive an email from Virtus once your account is activated.

Thank you for completing the registration process!

