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ROMAN CATHOLIC
DIOCESE OF ROCHESTER

CASE Volunteer Policy (for those who work with Children, Youth or Vulnerable Adults)

Issued by: The Most Reverend Salvatore R. Matano
Revised by:

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KEY POLICY STATEMENTS:

- In accordance with the *Charter for the Protection of Children and Young People* which the United States Conference of Catholic Bishops adopted in 2002, volunteers who work with children, youth or vulnerable adults are required to read and sign the Volunteer Code of Conduct 📄, and complete the Background Check process 📄 **before** volunteer service begins.
- Volunteers must also complete *Creating a Safe Environment (CASE)* training **within one month of the start of volunteering**. Failure to do so disqualifies a volunteer for any service with children, youth, or vulnerable adults.
- Chaperones for overnight events (which should not be the norm, but the exception) must sign the Volunteer Code of Conduct, undergo the Background Check, and complete CASE training **before** they can serve as an overnight chaperone.
- Volunteers must participate in a renewal of training, undergo another Background Check, and sign the Volunteer Code of Conduct **every three years**.
- Volunteer drivers must follow the diocesan Volunteer Driver Policy 📄. They require a New York State DMV check **before** they can drive for an event. This check must be re-done **annually**. They must also have completed CASE training **before** transporting children, youth, or vulnerable adults.

Applies to: Anyone who volunteers with children, youth or vulnerable adults for the Diocese of Rochester and its affiliated employers


DETAILS:

Responsibilities

1. In the Diocese of Rochester the Pastor, Pastoral Administrator, Director of Campus Ministry, or Principal is responsible for ensuring that all volunteers working with children, youth or vulnerable adults have indeed signed a Volunteer Code of Conduct, completed the Background Check process and received CASE training. They may delegate particular responsibilities for coordinating this process to a CASE Coordinator and may choose a staff employee or a well-qualified volunteer to deliver training.
2. It is the responsibility of parish catechetical leaders, coordinators of youth ministry, pastoral associates/ministers, and other parish staff who coordinate a ministry serving children, youth, or vulnerable adults to communicate the names and contact information for volunteers to the parish CASE Coordinator as well as notify the parish CASE Coordinator when a volunteer leaves their ministry.
3. Parishes/Schools/Campus Ministries must maintain the following records for each volunteer bound by this policy for four years after the person ceases to volunteer.
 - Authorization/Notification Form
 - Acknowledgement from RBA of completion of Background Check
 - Signed Volunteer Code of Conduct
 - Verification that CASE training has been completed
 - (For drivers) Volunteer Driver Form

In addition, they must maintain a spreadsheet for all their volunteers bound by this policy which is updated regularly.

Scope

Volunteers who must sign the Volunteer Code of Conduct , undergo a Background Check, and be trained in *Creating a Safe Environment*, include but are not limited to the following:

- All volunteers who serve in a Catholic school program
- Catechists or youth ministry volunteers in a parish program
- Volunteer drivers (these also require a New York State DMV check)
- Overnight trip chaperones including National Catholic Youth Conference (NCYC) chaperones
- Children's Liturgy of the Word coordinators and presiders
- Youth choir directors
- Trainers of children/youth for liturgical ministries
- Anyone hosting a school and/or catechetical, youth or parish-affiliated program for children off-site

- Retreat leaders
- Volunteers who work with school and/or parish sport programs such as Athletic Directors and Coaches of sport teams/cheerleading programs as well as Scorekeepers, Timekeepers, and Site Managers
- Supervisors of youth work/service projects
- Coordinators of festivals, pageants, plays and other events involving children
- Volunteers who visit the sick or vulnerable adults living in private homes, nursing homes, and group homes
- Catechists/aides who work with special education programs
- Maintenance, groundskeepers or others who work with youth volunteers
- Summer Bible school or Summer Institute volunteers
- Family Education leaders
- Adults involved in fundraising or special events (e.g. book fairs, cooking crews) who work with children, youth or vulnerable adults
- Volunteers who run Sunday daycare during Mass
- Leaders and volunteers in Boy Scout and Girl Scout troops meeting on parish or school grounds
- Those who work with children, youth or vulnerable adults in special parish ministries (e.g. Saints Place, Mary's Place, Hope House, Stephen's Ministry)

Specific Procedures

For **new** volunteers with children, youth or vulnerable adults:

- The staff person overseeing the particular ministry must give the CASE Coordinator the name, address, phone number, and email address of the volunteer.
- Either the CASE Coordinator or the staff member overseeing the particular ministry must introduce the volunteer to diocesan safe environment policies. The Volunteer Code of Conduct must be reviewed and signed before volunteer service begins.
- The Background Check **must** be completed before volunteer service begins.
- CASE training must be completed within one month of the start of volunteering.
- Chaperones for overnight events must sign the Volunteer Code of Conduct, undergo the Background Check and complete their volunteer training **before** they can serve as an overnight chaperone.
- Volunteer drivers also require a New York State DMV Check before they can drive for an event. This check must be re-done annually.

To ensure that all first-time volunteers working with children, youth or vulnerable adults have indeed received CASE training:

- If training is not complete two weeks after the person begins volunteering, the CASE Coordinator or Ministry Leader will send a reminder to the volunteer (with the Pastor, Pastoral Administrator, Principal, or Director of Campus Ministry copied in) stating that they

have one more week to complete training before their involvement in this ministry must cease.

- If training is not completed one month after the person begins volunteering, the CASE Coordinator or designated staff person will notify the Pastor, Pastoral Administrator, Principal, or Director of Campus Ministry whose responsibility it is to notify the volunteer that they may no longer volunteer until training is done.

All volunteers working with children, youth or vulnerable adults must participate in a renewal of training, undergo another Background Check and sign the Volunteer Code of Conduct every three years. They should be notified well before their renewal date and provided with the Authorization/Notification Form, Volunteer Code of Conduct, and instructions to complete renewal of training. As with first-time volunteers, it is the responsibility of the Pastor, Pastoral Administrator, Principal, or Director of Campus Ministry to enforce their dismissal from volunteering if they do not complete our diocesan safe environment requirements within one month of their renewal date.

Specific CYO Policies and Procedures

CYO Athletic Directors and Coaches must meet all CASE requirements prior to the beginning of practices. This includes CASE training, a completed Background Check, and signed Volunteer Code of Conduct every three years through the parish/school office.

CYO Scorekeepers, Timekeepers, and Site Managers must meet all CASE requirements prior to the beginning of games.


There must be at least two people aged 21 or over present for every practice and game. If these adults are not Coaches or Assistant Coaches, they must be compliant with diocesan CASE policy. An adult must never be alone with children. Players can never be left alone to wait for pickup at the end of games or practices.

Under the guidance of the parish (Pastor/Pastoral Administrator or Catholic School Principal and Staff Liaison), the Athletic Director and Parish CYO Advisory Committee (if one exists) direct the operation of the parish/school CYO program.

Transportation of players:

- Parents/guardians are ordinarily responsible for arranging transportation for their children to and from parish/school-sponsored events.
- If a Coach does arrange and/or provide transportation to and from events for players on his/her team, the driver must have completed CASE training and passed a Background Check.
- The driver also needs to comply with the diocesan Volunteer Driver policy 📄, have an annual DMV check, and have a current Volunteer Driver Form 📄 on file.
- There should never be an occasion when one adult is alone with one minor. There must be at the least two CASE-compliant adults with one minor.

Special Circumstance: Minors volunteering with Children, Youth, or Vulnerable Adults

- Minors aged 13-18 volunteering with children, youth, or vulnerable adults must complete in-person CASE training, as adapted for teens, before volunteer service begins. This training includes a review of the Volunteer Code of Conduct for Minors.
- Minors aged 13-18 must also sign the Volunteer Code of Conduct for Minors  before they begin volunteering with younger children, youth, or vulnerable adults.