

APPENDIX E - 1

VOLUNTEER WORK AGREEMENT FOR GENERAL PARISH VOLUNTEERS

(For volunteer work in facilities or construction, please use Property & Construction Agreement)

The purpose of this volunteer agreement is to specify the nature and conditions of the volunteer relationship between _____ (Name of Individual) hereafter referred to as “Volunteer” and _____ (Name of Parish), hereafter referred to as “_____.” The following conditions apply to the positions of: _____ (Volunteer Title) for _____ (Office/Department).

1. Beginning date of volunteer commitment: _____.
2. Anticipated last date of volunteer commitment: _____.
3. Number of hours volunteered: _____ per day, or _____ per week.
4. Supervisor: _____.
5. Physical location of volunteer work: _____.
6. It is expressly understood that the volunteer will *not* receive any financial compensation, including vacation, sick, personal, or holiday compensation; nor will there be any pension, medical or other insurance coverage provided.
7. This agreement will remain in force unless terminated at the request of either party. No period of waiting or written notice is required.
8. The volunteer agrees to abide by the Archdiocesan Human Resources policy on Copyrights/Royalties/Inventions. As such, volunteers wishing to use any information, written material, or any other documents during or after their volunteer commitment with _____, must obtain prior explicit written permission from _____.
9. Volunteers are prohibited from disclosing confidential or proprietary information that comes to their attention as a result of their volunteer work with the parish unless it is authorized in advance, within the normal execution of their volunteer work or as otherwise provided by law. Confidential or proprietary information includes but is not limited to phone numbers, addresses, health conditions, and other personal information about parishioners including the identity of individuals who have confidential appointments with priests or other pastoral leadership.

10. The volunteer agrees to provide the following services as outlined in the attached list of duties (attach list).

11. Should there be any opportunity for financial compensation available as a result of any product or service developed, in part or in whole by the volunteer, unless otherwise specifically stated, such compensation will be distributed to _____.

12. In the event this position becomes a regular position, volunteer understands that he/she may apply for the same position solely through an open recruitment process.

13. Volunteer agrees to complete criminal background checks and safe environment child abuse prevention training if the volunteer work includes ongoing unsupervised contact with minors as required by Articles 12 & 13 of the United States Conference of Catholic Bishops Charter for the Protection of Children and Young People.

This agreement expresses all obligations between the two parties named below and there exists no other agreement, written or oral, between these parties, involving the obligations outlined above.

By: _____
Supervisor

By: _____
Volunteer

Date

Date

cc: Pastor, Priest Administrator, or Pastoral Coordinator