Divine Mercy of Our Lord Catholic Church
Parish Volunteer Program

VOLUNTEER APPLICATION PROCESS

Steps:
1. The applicant approaches the Ministry Coordinator to participate in their Ministry.
2. The Ministry Coordinator facilitates **first**, the completion by the volunteer of the application packet which includes the Church Volunteer Information Sheet, screening form, interview sheet, and SEP acknowledgment receipt, and **second**, the viewing of the Family of Faith video presentation.
3. The Family of Faith Training Certificate is issued and included in the completed application packet.
4. The Ministry Coordinator checks the forms for blanks left unfilled, then turns in the completed application packet to the office.
5. The office will check the references and request for a Criminal Background report.
6. If the applicant is cleared by the Diocese, the office will contact the applicant for picture-taking and a Ministry Card (one for every Ministry he/she applies for) will be issued with the Safe Environment Training portion already signed.
7. The Ministry Card should be turned over to the Ministry Coordinator who will arrange for a Ministry Training.
8. The Ministry Coordinator should secure an Attendance Sheet for the Training Session and furnish the office a copy for reference.
9. After the Training, the Ministry Card will then be signed by the Coordinator and handed back to the applicant who will hold on to it until the Commissioning Rite where he will submit the same card for documentation.
10. The office will gather the Ministry Cards after the Commissioning Rite then prepares the badges.
11. The applicant pays $10.00 processing fee and receives the badge.
12. The applicant is now officially qualified to serve in the Parish of the Divine Mercy of Our Lord.

Reminder:
1. Incomplete packets cannot be processed.
2. Reference information needs to be thorough: names, addresses, telephone numbers.
3. $10.00 processing fee due when the badge is issued.
4. Ministry Coordinators are responsible for making sure that the volunteer has completed the packet.