



# St. Mary's Roman Catholic Church

20 Harrison Avenue  
East Islip, NY 11730-2391  
(631) 581-4266  
www.stmaryseastislip.org

**Priest  
Residence  
(631) 581-4266**

**Administration  
Ministry  
Ext. 100**

**Parish School  
Ministry  
Ext. 141**

**Baptism  
Ministry  
Ext 120**

**Family Life  
Ministry  
Ext 124**

**Music  
Ministry  
Ext. 107**

**Parish Social  
Ministry  
Ext 128**

**Family Faith  
Enrichment  
Ministry  
Ext 123**

**Stewardship  
Ministry  
Ext 125**

**Youth  
Ministry  
Ext 126**

Dear Volunteer:

The parish of the Church of St. Mary has made promises to the community that we serve. In an effort to demonstrate our commitment to our community we are asking that all who wish to join us on our mission, state openly their personal commitment to our efforts towards safety and proper stewardship.

The Diocese of Rockville Centre has implemented a new charter by having all priests, deacons and employees undergo a "background screening." This was done earlier this year. In order to insure the safety of children, vulnerable persons and all adults whom we serve, all volunteers are now required to undergo this screening. No one should feel that they are under suspicion. It is simply a way of assuring all who ask for services from the church will be treated with dignity and respect stemming from the compassion and care of Jesus himself.

We ask that you complete the attached form so that we have a recent and accurate statement of your experience (and training, if necessary). We also ask all of you to complete the **AFFIRMATIONS**, the **ATTESTATIONS**, and the **CODE OF CONDUCT**. The last page contains a **RELEASE STATEMENT** so that the screening essential to the character of the bishops may be completed. Please know that all the information you give or which is received from the screening is kept strictly confidential. The actual screening is done by United States Information Systems (USIS), a bonded agency with a national database. In the unlikely event that a question arises, only the pastor will be notified, and would privately and immediately bring it to your attention.

This is about the people we serve. It is about the climate that exists in the world today. We have to be transparent and completely straightforward and honest in all that we do for the sake of Christ. Society has to know that we do what we do for the love of God and the service of His church in an upright and honest manner. Please return these forms as soon as possible to Kevin Wilson, and thus we will be able to have all this behind us.

If you have any questions, please do not hesitate to contact him directly. Thank you for your cooperation and understanding. May God continue to bless all your good work.

Sincerely,

Rev. Steven Peterson  
Pastor

Mr. Kevin Wilson  
Pastoral Associate for Administration

**VOLUNTEER CODE OF CONDUCT FOR SERVICE IN THE PARISH**  
**COMMUNITY OF ST. MARY CHURCH - EAST ISLIP**

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct:

**As a volunteer, I will:**

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration. .
- Avoid situations where I am alone with children and/or youth at parish activities.
- Use positive reinforcement rather than criticism or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the pastor.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor.
- Report suspected abuse to the pastor, or appropriate supervisor and the local Child Protection Services agency or other civil authorities .
- Cooperate fully in any investigation of abuse of children and/or youth.

**As a volunteer, I will not:**

- Smoke or use tobacco products in the preSence of children and/or youth.
- Use, possess, or be under the influence of alcohol at any time while volunteering. Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk, to children and/or youth (i.e., no fevers or other contagious situations). .
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

I understand that as a volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct or failure to take any action as outlined in this Code of Conduct may result in my being asked to no longer volunteer in my parish, **St. Mary Church**.

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Volunteer's Printed Name

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Volunteer's Signature

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Date

# St. Mary Church

## RELEASE STATEMENT

1. In connection with my registration as a Volunteer for St. Mary Church (hereinafter, parish) I understand that a report will be requested that will include information as to my possible criminal history, valid social security number and/or registration on any state's sex abuse registry.
2. I acknowledge that a telephonic facsimile (FAX) or photographic copy of this document shall be as valid as the original.
3. I hereby authorize, without reservation, any law enforcement agency, institution or information service bureau contacted by the parish or its designee, to furnish the information requested by the parish or its designee.
4. I understand that the information requested will be used in connection with my application to serve as a volunteer in the parish and for no other purpose.
5. I understand that in the event that information is returned outlining possible criminal convictions or other information that makes me ineligible to serve as a volunteer in the parish that I will have the opportunity to review any such information and correct any information that I may believe to be wrong by contacting the vendor directly. The current vendor being used to conduct the searches is, United States Investigation Services (USIS) located at 4500 S. 129th E. Avenue Suite 200, Tulsa, OK 74134-5885. They can also be reached by calling 1-877-858-4165.

I hereby release the parish or its designee and all persons, agencies, and entities providing information or reports about me from any liability arising out of requests for or release of any of the above-mentioned information or reports.

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Last Name

First Name

Middle

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Please list any other names used

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Home Address

City

State

Zip Code

---

Social Security Number

Date of Birth

---

Signature

Today's Date