



**APPLICATION FOR CATECHETICAL VOLUNTEERS**

This form is to be filled in by non-Catechetical Ministry individuals and members of external ministries and organisations engaged by the Catechetical Ministry who may help out at ad hoc catechetical events e.g. retreats, camps, etc.

Thank you for your interest in volunteering with the Catechetical Ministry of our parish. Please read and fill out all pages of this form. All information will be kept confidential to the Catechetical Coordinator/s, priests of the parish and the diocesan Office for Catechesis.

<b>APPLICANT REQUIREMENTS:</b>	
<ul style="list-style-type: none"> <li>➤ <b>QUALIFICATIONS OF ADULT VOLUNTEERS:</b> <ul style="list-style-type: none"> <li>• 19 years and above, have received all initiation Sacraments of Baptism, Confirmation, Eucharist</li> <li>• Be a practicing Catholic in communion with the Catholic Church, lifestyle should bear witness to teachings of the Gospel of Jesus Christ and the Catholic Church</li> <li>• Enjoy working with children and Youth</li> </ul> </li> <li>➤ <b>QUALIFICATIONS OF JUNIOR VOLUNTEERS:</b> <ul style="list-style-type: none"> <li>• 13-18 years and above, have received Sacraments of Baptism and Eucharist</li> <li>• Be a practicing Catholic in communion with the Catholic Church, lifestyle should bear witness to teachings of the Gospel of Jesus Christ and the Catholic Church</li> <li>• Enjoy working with children (Junior Volunteers can only be attached to the pre-primary and Primary levels)</li> </ul> </li> </ul>	Insert recent passport photo here
<b>Role interested in:</b> Adult Volunteers <input type="checkbox"/> Junior Volunteers <input type="checkbox"/>	

**A. GENERAL INFORMATION**

<b>Family Name:</b>	<b>Name:</b>	
<b>Date of Birth (dd/mm/yyyy):</b>	<b>Male:</b> <input type="checkbox"/>	<b>Female:</b> <input type="checkbox"/>
<b>NRIC / FIN:</b>		
<b>Address:</b>		
<b>Postal Code:</b>	<b>Email:</b>	
<b>Handphone:</b>	<b>Home phone:</b>	
<b>Occupation:</b>	<b>Place of Employment:</b>	
<b>Emergency contact: Name / Relationship</b>	<b>Contact No:</b>	
<b>Name of Event:</b>		
<b>Date of Event:</b>	<b>Designation:</b>	
<b>Comments regarding medical history, allergies, medications/other we should be aware of:</b>		



**B. OTHER INFORMATION**

<p><b>Sacraments Celebrated:</b> Baptism <input type="checkbox"/> First Communion <input type="checkbox"/> Confirmation <input type="checkbox"/></p> <p><i>If requested, please provide a photocopy of relevant certificates to your parish.</i></p>	
<p><b>Have you ever been arrested, convicted or pleaded guilty to a crime?</b></p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>If yes, please explain:</p>	
<p><b>Have you ever been suspected, accused, charged, or alleged to have, or have you ever committed an act of neglecting, abusing or molesting a child?</b></p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>If yes, please explain:</p>	
<p><b>Is there any circumstance or pattern in your life that may make it inappropriate for you to work with children?</b></p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>If yes, please explain:</p>	
<p><b>If there has been alcohol, drug abuse, and physical or sexual abuse in your family background, what steps have you taken to minimize the impact that those issues will create for you, both now and in the future?</b></p>	
<p><b>Have you ever been treated for a psychiatric disorder?</b></p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>If yes, please explain:</p>	
<p><b>Is there any fact or circumstance involving you that would call into question your being involved in catechetical ministry? No <input type="checkbox"/> Yes <input type="checkbox"/></b></p> <p><b>If "Yes", please explain below or see the Catechetical Coordinator.</b></p>	
<p><b>If you are below 18 years, please provide names of 2 referees:</b></p>	
<p><b>Name:</b></p> <p><b>Relationship:</b></p> <p><b>Contact</b></p>	<p><b>Name:</b></p> <p><b>Relationship:</b></p> <p><b>Contact</b></p>



### EXPECTATIONS OF THOSE IN CATECHETICAL MINISTRY

All those involved in the work of catechesis are role models of Catholic teachings and values. They are expected:

- + to be a practicing Catholic in communion with the Catholic Church who participates fully in the communal worship and life of the Church;
- + to present a prayerful, positive, Catholic role model for young people, families, and others;
- + to teach Catholic Church teachings; the Catechetical Session is not a forum for personal beliefs not in conformity with these teachings;
- + to complete diocesan requirements for those in catechetical ministry;
- + to comply with the policies for general conduct with children and youth defined in the document *Keeping Communion* (available upon request from Catechetical coordinators);
- + to continue his/her own faith formation through participation at workshops, courses, retreats, bible studies or other avenues;
- + to follow the curriculum and to prepare sessions, organise activities, and seek assistance as needed toward that aim;
- + to work as a team with the Catechetical Coordinator, co-catechists, other members of the catechetical team, the pastoral staff, clergy and parents and to recognise that parents are the primary catechists of their children;
- + to be able to relate well with others, especially children, youth, and their parents;
- + to make a good faith commitment to know and follow the Guidelines for Catechetical Ministries;
- + to make a good faith commitment to have excellent attendance with an earnest effort at securing a substitute and timely notification of co-catechist and Catechetical Coordinator when an absence is necessary;
- + to understand his/her obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate Church leaders and state authorities in accordance with the Procedures outlined in the *Keeping Communion* and *Restoring Communion* documents;
- + to never underestimate the power of prayer!

### C. DECLARATION OF UNDERSTANDING

I have read the Expectations of those in Catechetical Ministry and I will discuss any questions or concerns with the Catechetical Coordinator. I understand that the Church will not tolerate any form of abuse of children and youth and I agree to comply in spirit and in action with this position.

I understand that the parish's Catechetical Office reserves the right to accept or decline my services, depending on the results of my application suitability, interview or training assessment. If accepted, I will abide by their policies and rules and the ethical codes, and will seek to fulfil my roles and responsibilities to the fullest of my ability. I will not divulge confidential information given by staff and / or volunteers. I also declare that the information I have provided to the best of my knowledge is complete, true and correct in every detail.

#### IMPORTANT: Compliance with Guidelines for the Protection of Personal Data

In filling this form, I consent to:

- (a) The collection, storage, retention, adaptation, modification, reading, retrieval, use, transmission, blocking, erasure or destruction ("Processing") of the personal data provided by me in this Form ("Personal Data");
- (b) The Parish processing my Personal Data for the purpose of evaluating my application for the position of an Adult Volunteer;
- (c) The Parish transferring my Personal Data to other church entities within the Catholic Archdiocese of Singapore;
- (d) The Parish taking photos, videos or audio recordings which may contain my image/audio and may be used for archival purposes, on Parish's website, publications and for publicity purposes.

\_\_\_\_\_  
Signature/Name of Applicant

\_\_\_\_\_  
Date

Thank you for your interest! Please ensure you have attach the following documents to this form:

- Current passport sized photograph
- Copy of I/C/passport
- Copies of Baptism & Confirmation certificates where applicable
- Copy of church marriage certificate if applicable
- 2 letters of recommendation if below 19 years

The Catechetical Core Team would like to meet with all those interested in joining the Catechetical Ministry. When this application is received, you will be contacted for an appointment.



**D. CONSENT FORM (FOR THOSE 18 YEARS & BELOW)**

Name of Volunteer: \_\_\_\_\_

I, \_\_\_\_\_, the parent/guardian of the above named volunteer, consent to my child assisting in the catechetical ministry in the parish.

I will not hold the parish responsible for any claim of injury, sickness, illness or damage that my child may suffer or sustain during the catechetical sessions or any other related activities organised by the parish, with exception to injury of damages arising out of the sole negligence of the parish.

I am not aware of any medical condition that would render it inappropriate for my child to assist in the catechetical ministry.

I acknowledge that the parish may take photographs or video recordings during the catechetical sessions or any other related activities which may include my child.

Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

*\*please delete accordingly*