

ORTHODOX CHURCH IN AMERICA
Youth Volunteer Application Packet



Approved and Posted April, 2014

Youth Volunteer Application Packet

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Youth Volunteer Screening Checklist

for use by the Parish Rector or Volunteer Coordinator

_____	<p>1. The applicant has been a member of the church for at least six consecutive months.</p>
_____	<p>2. Applicant to complete written application (Form V-1) All persons seeking to work with children must complete and sign a written application in a form (see application form). The application will request basic information from the applicant and will inquire into previous experience with children, previous <church> affiliation, reference and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at the <church>.</p>
_____	<p>3. Conduct personal interview Upon completion of the application, a face-to-face interview should be scheduled with the applicant to discuss his/her suitability for the position.</p>
_____	<p>4. Check references (Form V-2) Before an applicant is permitted to work with children, at least two of the applicants' references will be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past. Documentation of the reference checks will be maintained in confidence on file at <church>.</p>
_____	<p>5. Applicant to sign background check authorization form (Form V-3) Before a background check is run, prospective workers will be asked to sign an authorization form allowing the church to run the check. If an individual declines to sign the authorization form, s/he will be unable to work with children.</p>
_____	<p>6. Complete criminal background check including driving history The background check authorization form and results will be maintained in confidence on file at the local parish. Any crimes involving minors, endangerment, or violence will exclude the applicant from serving as a youth volunteer. Traffic violations will also exclude the applicant from transporting youth. See the Guidelines for Background Checks included in this packet.</p>
_____	<p>7. Complete Darkness to Light: Stewards of Children training on child sexual abuse. Print certificate of completion and place in file.</p>
_____	<p>8. Applicant to read the OCA Policies, Standards, and Procedures (PSP) 2013. Sign acknowledgement that the applicant has read and understands the PSPs. (Form V-5)</p>
_____	<p>9. Give applicant a copy of the Reporting Procedure for Sexual Misconduct provided in this packet.</p>
_____	<p>10. Applicant to sign Volunteer Agreement (Form V-4)</p>
_____	<p>11. After the above is completed and approved by the priest and/or volunteer coordinator, the applicant may now serve in his/her appointed ministry.</p>
_____	<p>12. Place all signed documents in Volunteer's file at the church.</p>

Youth Volunteer Application

Name _____

Address _____ City _____ State _____ Zip _____

Phone (Day) _____ (Evening) _____

Email: _____

Emergency Contact: _____ Phone _____

Past Volunteer Experience (include organization/agency, position, supervisor phone/email):

Employment (most recent and include company, position, supervisor phone/email):

Is there any reason you should NOT work with or around children or youth? _____

Have you ever been the subject of a child abuse investigation? _____

If yes, please provide details: _____

Have you ever been convicted of or pleaded guilty to a criminal offense? _____

If yes, please provide details: _____

Please list your education background:

Name	Graduate?	Year	Degree or course of study
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High School: _____	_____	_____	_____
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College: _____	_____	_____	_____
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Other: _____	_____	_____	_____
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Have you ever worked with youth or children? Yes No If yes, please list where:

Please list two references (must be of a business or organizational nature):

Name: _____ Phone: _____

Address: _____ Years known each other: _____

Name: _____ Phone: _____

Address: _____ Years known each other: _____

Reference Check Documentation

(to be filled out by the priest or volunteer recruiter/coordinator)

Applicant Name: _____

Reference Name: _____

Date of Contact: _____

Method of Contact and Contact Information:

Telephone: _____

E-mail: _____

Other: _____

Reference Check Type (circle one):

Former Employer

Personal

Former Volunteer

Other (please specify): _____

How do you know the applicant and for how long?

How would you describe his/her personal characteristics?

How would you say he/she relates with children?

Based on your observation, is this person reliable and dependable?

Would you feel comfortable with this person being alone with a small group of children for a period of time? Why or why not?

Do you have any concerns we should know about regarding this person's ability to work with children/youth?

Were you ever made aware of circumstances in which this person's care of children/youth was called into question or criticized? If yes, please describe the circumstances.

Do you recommend this person to work with children/youth? Why or why not?

Is this person eligible to work with your organization's children again in the future? If no, why not?

Additional notes or comments:

Signed (person checking reference): _____

Printed Name: _____

Date: _____

Background check permission form

I hereby allow [name of church] to perform a check of my background, including:

(check only those that apply to the position you are seeking)

- Criminal records
- Driving records
- Employment verification / volunteer history
- Credit reports
- Educational / diploma verification
- Personal references

and other persons or sources as appropriate for the volunteer jobs in which I have expressed an interest.

I understand that I do not have to agree to this background check, but refusal to do so may exclude me from consideration for some types of volunteer positions and that all such information collected during the check will be kept confidential.

I hereby also extend my permission to those individuals or organizations contacted for the purpose of this background check to give their full and honest evaluation of my suitability of the described volunteer work and such other information, as they deem appropriate.

Signed _____ Date _____

Volunteer Agreement

Organization

We, _____ [name of church], agree to accept the services of _____ [volunteer] beginning _____, and we commit to the following:

1. To provide accurate information, training, and assistance.
2. To empower the volunteer for success and fulfillment within his/her ministry area.
3. Respect the skills and individual needs of the volunteer.

Volunteer

I, _____, agree to serve as a volunteer and commit to the following:

1. To perform volunteer duties to the best of my ability
2. To adhere to the church rules, policies and procedures.
3. To meet time and duty commitments, or to provide adequate notice so that alternate arrangements can be made.
4. To attend Volunteer training as it pertains to my area of ministry.

Volunteer

Staff Representative

Date

Date

Acknowledgement of PSPs

I, _____, acknowledge that I have read the OCA Policies, Standards, and Procedures (PSP) on Sexual Misconduct (2013). I have also been given a copy of the reporting procedure if sexual abuse / misconduct is suspected. I agree to engage in best practices including the two adult rule as outlined in the PSP Section 13.

Volunteer Signature

Date

Interview questions

(It is recommended that no more than 10 questions be selected for a single interview.)

- What interested you about this volunteer position?
- Is there an aspect of our mission that motivates you to want to volunteer?
- Tell me the story of how you chose your education program OR career path OR life work?
- Have you volunteered in the past?
 - o Yes: What have you enjoyed most about previous volunteer work?
 - o No: What have you enjoyed most about previous paid work or other activities?
- Are you involved in other organized activities?
- What special skills would you like to utilize as a volunteer?
- Are there tasks that you do not want to do as a volunteer?
- Can you briefly talk about your experiences as they relate to this position?
- What would you say are three of your strengths?
- Do you prefer working independently or with a group?
- What would be the ideal volunteer job for you – and why?
- Describe your ideal supervisor.
- What are your expectations of our organization? Of our employees?
- What are your personal goals for this experience?
- Do you have any concerns about what we expect of you?
- Are you willing to make a time commitment of _____?
- Are you interested in some training pertinent to this position?
- Are you willing to provide training in your area of expertise to other volunteers or staff members?
- Do you have any questions that you would like to ask us?

Why should we interview volunteers?

- To give the volunteer sufficient information to make a decision about volunteering for your organization.
- To demonstrate that you take the volunteer's involvement seriously.
- To gain factual information about the volunteer, complete contact information and references if needed or appropriate.
- To explore whether there is a match between what is needed/offered by the organization/ volunteer.

What do we want to find out?

- Do you want to engage this volunteer?
- What are the volunteer's expectations?
- Why does the volunteer want to volunteer for your organization?
- What tasks are appropriate for the volunteer?
- What are the limitations that might influence what tasks the volunteer can undertake?
- What are the volunteer's interests, skills, knowledge and experience?
- When is the volunteer available to work?
- How much support or supervisions will the volunteer need?

Where should the interview take place?

- A quiet location that allows for respect of the volunteer's privacy
- An environment that is comforting, welcoming, easy to find and accessible to all parties

What preparations are needed before the interview?

- The interviewer should have a structured framework within which to work.
- To make sure all volunteers are treated equally, they should all be asked the same range of questions.
- Simple, non threatening questions should be prepared, since the volunteer may be uneasy about the perceived imbalance of power to start with.
- A brief summary of relevant information about your organization should be prepared; bombarding the volunteer with lots of facts and details should be avoided.
- Information about the selection procedures, training, benefits, reimbursements, etc. should be available.

Considerations in evaluating the interview questions/process

- If you found yourself skipping certain questions, why?
- Which questions seemed to work? Which questions didn't work? Why?
- What factors about the interview (location, environment, choice of interviewer, etc.) worked or did not work?
- Did the prospective volunteer ask you anything that caught you off guard or you were not expecting?

GUIDELINES ON BACKGROUND CHECKS – THE HOLY SYNOD OF BISHOPS, MARCH 2014

The Holy Synod, at its most recent meeting held March 18-21, 2014, issued the following **Guidelines on Background Checks.**

Documentation from the background checks on all lay church workers for whom such checks are required by OCA regulations shall be requested and received by the parish rector (or head of church institution) and stored confidentially and securely. If the background check raises questions about the person's suitability for church service, then the rector (or head of church institution) is to pass this information on to the ruling bishop and consult with him about the next steps to take.

Documentation from background checks on readers, subdeacons, deacons and priests is to be requested and received by the ruling bishop and stored confidentially and securely. If the background check raises questions about the person's suitability for church service, then the bishop is to determine the next steps to take.

A basic background check must be obtained, and renewed every three years, for all readers, subdeacons, deacons, priests, and bishops in the Orthodox Church in America, as well as for all laypersons who have more than incidental contact with children in the course of their work in the Church.

To comply with this policy, a "basic background check" includes the following categories of information:

- Social Security trace / verification
- County criminal search
- County civil search
- Nationwide Federal criminal search
- Nationwide Federal civil search
- Sex Offender Registry search
- I-9 Verification
- Driver's history search

Internet sites recommended by the OCA Office for Review of Sexual Misconduct Allegations for these and related purposes are listed below.

Background Checks:

1. Single Source Services www.singlesourceservices.com
2. Employers Choice Online www.employerschoiceonline.com

Sexual Abuse Prevention Training:

1. Darkness to Light: Stewards of Children <http://www.D2L.org>

Orthodox Church in America

Procedures for Reporting Sexual Misconduct Allegations

According to the OCA Policy, Standards, and Procedures on Sexual Misconduct (2013):

Sexual Misconduct encompasses a range of behavior used to obtain sexual gratification against another or at the expense of another or in a situation where the perpetrator is in a position of authority – physical, psychological, emotional, or spiritual – over the victim. Sexual Misconduct includes sexual harassment, sexual assault, and any conduct of a sexual nature that is without consent, or has the effect of threatening, intimidating or using the person against whom such conduct is directed.

For the specific definition and range of behaviors that define sexual misconduct, please refer to the end of this document.

Procedures for Reporting a Claim

1. Initiation of report

A. Layperson

If you are a **layperson** and observe or experience sexual misconduct, you must immediately report it, either verbally or in writing, to the appropriate authority:

1. Parish rector
2. If the parish rector is the subject of a complaint, the lay person should inform the Ruling Bishop as well as the Office for Review of Sexual Misconduct Allegations (see contact information below).

B. Clergy

If you are a **clergyman** and you receive a complaint from anyone that a lay worker or clergyman has committed or may have committed sexual misconduct, it is *mandatory* to report or forward reports of complaints directly to BOTH of the following, either verbally or in writing:

1. Ruling Bishop*
2. Office for Review of Sexual Misconduct Allegations

Reporting of a complaint is mandatory and can be made verbally or in writing. Failure to report or forward a complaint can have canonical, legal or civil consequences. No one in the Church hierarchy or administration, at any level, has the authority to impose any exceptions to this mandatory reporting requirement or to influence the reporter/report in any way.

*Should the Ruling Bishop be the subject of the complaint, the report shall be made to the Metropolitan instead of the Bishop. If the Metropolitan is the subject of the complaint, then the report shall be made to the Secretary of the Holy Synod.

2. Confirmation of receipt of report

Clergy receiving reports will confirm to the reporter in writing the fact that they have forwarded the received complaints to the appropriate Church authorities.

3. Report to law enforcement

If you, or your parish, organization, or institution, are required by law to report sexual misconduct (especially in cases involving minors) to local law enforcement, social services, or other outside agencies, then you must do so **immediately** prior to all other notifications.

4. Notify parents of alleged victim who is a minor

If the alleged victim is a minor, the clergyman who received the initial complaint or the Office for Review of Sexual Misconduct Allegations must immediately notify the parents or guardians of the alleged victim of the complaint, unless the parent or guardian is the subject of the complaint.

5. Retaliation

If you perceive or experience any retaliation against alleged victims or anyone who, in good faith, has made a complaint or participated in an investigation under the OCA Policy, that retaliation must be reported in the same manner as for sexual misconduct.

Note: The identity of all reporting sources is always kept confidential. This does not, however, prevent the alleged perpetrator or third parties from speculating who the reporting source is. Should others inquire about the reporting source, the OCA will neither confirm nor deny the reporter's identity.

Office for Review of Sexual Misconduct Allegations (ORSMA)

CONTACT INFORMATION: **855-398-2600 Toll Free Hotline (working hours to Cindy Heise)**

Archpriest John Jillions
OCA Chancellor / Director of ORSMA
516-922-0550 x. 130
Email: chancellor@oca.org

Cindy Heise, LMSW
Coordinator of ORSMA
516-922-0931 (direct line)
Email: cheise@oca.org

Definitions

Sexual Misconduct includes, but is not limited to, the following:

- Sexual relations and/or conduct by a Clergyman that violate the teachings and/or canons of the Orthodox Church
- Any sexual involvement or sexual contact by a Clergyman or Lay Worker with another person, who is not the Clergyman's or Lay Worker's spouse, and who is under the age of legal consent, or who is legally incapable of giving consent.
- Any unwelcome written, spoken, or physical sexual advance or conduct by a Clergyman or Lay Worker;

- Any direct or indirect request or suggestion for a sexual favor by a Clergyman, Lay Person or Lay Worker where there is a Pastoral Relationship and/or an employment, mentor, and/or colleague relationship between the persons involved;
- Any use or exploitation by a Clergyman, Lay Person or Lay Worker of a supervisory position or other position of authority in connection with such person's sexual needs or desires;
- The attempted development of a sexual relationship within a Pastoral Relationship, whether or not there is consent or apparent consent by both parties;
- The initiation, continuation, or pursuit of a sexual relationship by a Clergyman, Lay Person or Lay Worker with someone with whom he/she has a Pastoral Relationship, even if the relationship is consensual; and/or
- The use or exploitation by a Clergyman, Lay Person or Lay Worker of his/her position in connection with his/her sexual needs or desires.

Sexual Harassment is a type of sexual misconduct defined as unwelcome or unwanted advances, requests for sexual favors- by any means or media - or any other verbal, visual, or physical conduct of a sexual nature when:

- (A) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or membership;
- (B) submission to or rejection of such conduct by an individual is used as the basis for employment or membership decisions affecting such individual; or
- (C) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or ability to maintain membership or creating an intimidating, hostile, or offensive working environment, in any environment or institution where the person desires to become or remain an employee or member.

Examples of sexual harassment may include, but are not limited to:

- (A) Physical, unwelcome touching;
- (B) Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- (C) Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures, texts via all forms of media;
- (D) Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other adverse consequence, and offers of employment benefits in return for sexual favors;
- (E) Inappropriate conduct or comments consistently targeted at only one gender, even if the content is not sexual;
- (F) In the case of a person in a position of authority –whether it is actual, moral, emotional, legal or any form of ascendancy of one person over another, any type of sexual activity or sexualized circumstances between him or her and one of his or her subordinates. While such activity may not explicitly be illegal, it is often against professional codes of ethics. Entering a sexual relationship with a subordinate, even when the contact is initiated by the latter, is unethical because of the subordinate's vulnerability.

(G) Retaliation for having reported or threatened to report sexual harassment.

(H) Some activities which are not strictly classified as erotic acts, e.g. mooning, streaking and skinny dipping, are sometimes also categorized as sexual misconduct and can be part of a case of sexual harassment.

(I) The use or exhibiting of photographs, movies, videos or other imagery of a sexual or sexually suggestive nature that would reasonably be anticipated to cause embarrassment, arousal or discomfort to others.

Diocesan Contact Information

<p>Albanian Archdiocese Archbishop. NIKON 523 E. Broadway South Boston, MA 02127-4415 Email: albboschurch@juno.com Bishop's Office: 508-764-3222 Office: 617-268-1275 Fax: 617-268-3184</p>	<p>Diocese of Mexico Archbishop ALEJO Rio Consulado e Irapuato Col. Penon de los Banos 15520 Mexico D.F Email: camexico@yahoo.com Office: 55-17-11-89 Fax: 55-84-51-98</p>
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<p>Archdiocese of Washington, D.C. Metropolitan TIKHON 7124 River Rd. Bethesda, MD 20817 Email: metropolitan@oca.org Office: 301-320-0739 or 516-922-0550 Fax: 516-922-0954</p>	<p>Diocese of New York and New Jersey Bishop Michael 33 Hewitt Ave. Bronxville, NY 10708 Email: jlickwar@verizon.net Office: 914-779-6580 Fax: 914-779-6581</p>
<p>Archdiocese of Western Pennsylvania Bishop MELCHISEDEK PO Box 1769 Cranberry Township, PA 16066 Email: mailto:chancery@ocadwpa.org Office / Fax: 724-776-5555</p>	<p>Diocese of the Midwest Bishop ALEXANDER (Locum Tenens) 927-933 N LaSalle Blvd. Chicago, IL 60610 Email: chancery@domoca.org Office: 312-202-0424 or 419-693-9540 Fax: 312-202-0427 or 419-693-9451</p>
<p>Bulgarian Diocese Bishop ALEXANDER 286 E. Woodsdale Ave. Akron, OH 44301 Email: mailto:alexander@bdoca.org Office: 419-693-9540 Fax: 419-693-9451</p>	<p>Diocese of the South Archbishop NIKON (Locum Tenens) PO Box 191109 Dallas, TX 75219 Email: doschancery@gmail.com Office: 214-522-4149 Fax: 214-526-7170</p>
<p>Diocese of Alaska Bishop-elect Archimandrite David (Mahaffey) PO Box 210569 Anchorage, AK 99521 Email: mailto:administration@dioceseofalaska.org Office: 907-279-0025 Fax: 907-279-9748</p>	<p>Diocese of the West Archbishop BENJAMIN 1520 Green St. San Francisco, CA 94123 Email: chancery@dowoca.org Office: 415-567-9378</p>

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