



# St. Charles Borromeo Church

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[www.ourstcharles.org](http://www.ourstcharles.org)

## MEMO

FROM: Donna Cooper  
Volunteer Screening Coordinator

Thank you for your desire to volunteer serving the children of St. Charles Borromeo.

St. Charles Borromeo and the Archdiocese of Baltimore have a commitment to maintaining the trust of the faithful by providing our children and youth with safe environments characterized by healthy relationships. With our longstanding commitment in mind, and in order to comply with the Archdiocesan child protection policies, the following items will need to be completed prior to beginning your service with children here at St. Charles:

- **Application for Volunteer Service** – please complete both sides, including providing 3 references, and sign. Because you are under 18 years of age, your parent will also need to sign the application.
- **A Statement of Policy for the Protection of Children & Youth** – please read
- **Code of Conduct for Church Personnel of the Archdiocese of Baltimore** – please read
- **Acknowledgement of Review** – please sign
- **“Worthy of the Call” training** – please contact our Youth Minister, Tim Olivella, at [timolive98@gmail.com](mailto:timolive98@gmail.com) to schedule your training. Once you have completed the training, Tim will provide you with a *Certificate of Completion* which will need to be returned along with the other documents.

Once I have received your completed *Volunteer Application*, *Acknowledgement of Review*, and *Worthy of the Call* training certificate, I will be able to check your references to complete your volunteer screening and you will be able to begin your volunteer service. I will notify you once your screening has been completed. Thank you again for your willingness to serve the faith community of St. Charles Borromeo and your cooperation with our efforts to provide a safe environment for our children and youth. God Bless!