

# **PARTNERS IN CHRIST**

## ***Volunteer's Code of Conduct***

*As a Partners In Christ (PIC) volunteer, you will be representing St. Bernard's Catholic Church to those you serve. As such a volunteer, it is your promise to strictly follow the rules and guidelines listed below in this PIC Code of Conduct as a condition of providing assistance in any casework assigned to you.*

### PIC Volunteers shall:

- Serve as a model of Christian values for others and avoid ambiguous or non-virtuous behavior.
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Use positive reinforcement with those you assist rather than criticism, competition or comparison.
- Respect the privacy of the individuals/families you assist:
  - Maintain confidentiality of case details at all times with non-PIC members (cases may only be discussed in general with no personal specifics given such as names, addresses, birthdates, etc., about those involved).
  - Volunteers will maintain confidentiality to the fullest extent possible consistent with legal or regulatory obligations. Oklahoma law requires any person to report suspected abuse to civil authorities (Department of Human Services). The Pastor should be alerted as well.
  - Respect personal property - knock before entering the home with their approval and always ask permission if you need something while working in a private residence (using the bathroom, etc).
- Respect any rules or guidelines of the place of business you may provide assistance in as these may vary due to the variety of cases PIC may approve. For example, a church, shelter, community gathering place, etc.
- Have a copy of the service request and/or action plan of the case assigned to ensure full understanding of your service and any special instructions.
- Remember that the only services a PIC volunteer can provide are those that have been approved for the case by the Oversight Committee and outlined on the service request. If other needs are identified and agreed to by the one(s) needing assistance, they must be brought to the attention of the PIC Coordinator and submitted for approval.
- Kindly refuse to accept gifts or money from those you assist. Words of appreciation are welcome!
- Avoid situations in which you are working with children or youth unless you are a covered volunteer by Diocesan standards. Contact the St. Bernard's Religious Education Director for details on becoming a covered volunteer. This applies to both adults and children who wish to work with those less than 18 years old.
- Support those in need in a manner that keeps them independent and not dependent on you or the "system." Partner with them to a degree that makes sense for both of you.
- Consult the PIC Coordinator and/or Pastor if in question about any activities that might be prohibited.

### PIC Volunteers must not:

- Give advice (legal, medical, financial, etc). Instead, provide referrals to local agencies that can provide such assistance (call 211, roster of agencies provided in PIC training) so the person being helped can make those contacts.
- Pose any health risk to those you assist (do not interact if you have a fever or other contagious illness).

# **PARTNERS IN CHRIST**

## *Volunteer's Code of Conduct, con't*

### PIC Volunteers must not, con't:

- Touch anyone in a sexual or other inappropriate manner.
- Strike, spank, shake or slap those you assist.
- Humiliate, ridicule, threaten or degrade those you assist.
- Use profanity in the presence of those you assist.
- Use, possess or be under the influence of alcohol or illegal drugs at any time while volunteering.
- Engage in any other conduct that could endanger the physical or mental health of those you assist.

Note: If any emergency or problem occurs in the course of service, provide immediate assistance as dictated by the situation (call 911, etc). Refer to any special instructions on the service request (medical release, etc.) that may indicate family preferences/contact information. When the immediate need is addressed, contact the PIC Coordinator as soon as possible or St. Bernard's Pastor, if Coordinator is unavailable. Similarly, for any situation or question that arises during service that makes a volunteer unsure of how to proceed, the service should be discontinued until the issue is resolved by enlisting the PIC Coordinator and/or Pastor.

I understand that any of my actions inconsistent with this Partners In Christ Code of Conduct or my failure to take action mandated by this Code of Conduct may result in my removal as a PIC volunteer.

\_\_\_\_\_  
PIC Volunteer Signature

DATE: \_\_\_\_\_

\_\_\_\_\_  
PIC Volunteer PRINTED NAME