

**The Partnered Catholic Parishes of:
Sacred Heart Diamond Creek, St., St. Thomas the Apostle Greensborough
North & St. Mary's Greensborough**



Expectations of All Parish Volunteers

Position Overview	Position Title: Volunteer Parish Name and Location: Partnered Parishes of - Sacred Heart Diamond Creek – 25 Gipson Street Diamond Creek St. Thomas the Apostle Parish - 251 Diamond Creek Road Greensborough North St. Mary's Parish – 204 Grimshaw Street Greensborough Supervisor: Fr. Steven Rigo
Position Purpose:	As a volunteer you have responsibilities, which include being accountable for your actions to the Parish and respecting the Parish values and practices. You will be involved in meaningful and useful activities that contribute to the life of the Church.
Requirements:	• Is committed to the safety and wellbeing of children, young people and vulnerable adults. • Is motivated and respectful of the vision, identity, and core values of the parish community. • Possess the skills and experience related to the area of volunteering. • Has effective interpersonal and communication skills with the ability to maintain effective working relationship with the parish priest and assistant priest and all Church personnel. • Is committed to support all people's expressions of their culture and the development of a culturally safe environment. • Is self-motivated, organised and manages own workload and takes responsibility for own actions. • Is willing to participate in learning opportunities, performance reviews and supervision (e.g., induction, training and ongoing development) and have confidence to request support and assistance as required. • Possess a willingness to work collaborately as a part of a team, being flexible and adaptable with a "can do" attitude. • Presents appropriately. • Respects confidentiality and privacy.
Conditions:	• All personnel over the age 18 must obtain a Working with Children Check (WWC) Check and maintain a current WWC clearance. All WWC Checks are to be registered to the parish

	where they are volunteering. If the volunteer has a Victorian Institute of Teaching (VIT) registration, they must notify WWC Check Victoria. • A criminal history check (Police Record Check) may be required depending on the volunteer's role. • All Church personnel must always strive to behave ethically and conduct themselves in a manner that is consistent with the teachings and ethos of the Catholic Church. • All Church personnel are required to read and acknowledge the expectations and responsibilities outlined in the Safeguarding Children and Young People Code of Conduct. This commitment is expected to be reviewed every 3 years. • A commitment to adhere to relevant Archdiocesan policies and state and federal legislation. • All Church personnel have a duty of care to protect children, young people and the vulnerable from harm and have a moral, legal and ethical duty to effectively respond to and report all concerns, allegations, complaints or risks of child-safety related misconduct and/or child abuse or harm.
Training:	• All volunteers except for those under the age of 18 years, must complete the Catholic Archdiocese of Melbourne's Safeguarding Essentials online training module initially and the refresher training every 3 years thereafter. • Alternative age - appropriate training arrangements should be organised for volunteers under 18 years of age. • Consult the Safeguarding Committee at your parish or the Catholic Archdiocese of Melbourne's Safeguarding Unit for further guidance, especially if there is a concern around abuse or safety. • All volunteers are required to participate in an induction program and/or activities as requested. • Church personnel will receive ongoing supervision to guide and support their growth and development in the role. • Attend other training and formation as required.
Confidentiality and Privacy"	While engaged as a volunteer you may receive or overhear confidential information regarding people or entities – other organisations, volunteers, staff, or parishioners. Confidential information received or overheard must be kept confidential. This is a legal requirement. Using or disclosing confidential information you have learnt during the course of your role with staff, parishioners, family, friends, or other volunteers is not acceptable or tolerated unless specified as part of your role. If you have any concerns, please discuss your confidentiality and privacy obligations with the parish priest.

Integrity In our Common Mission:	Integrity in our Common Mission is a National Code of Conduct that aims to help clergy, employees and volunteers uphold Christian vision and values by calling us to the highest standards of accountability, transparency, integrity and professionalism. The standards and expectations which make up the integrity in our Common Mission for all who serve the Church consist of four principles: 1. A Culture of Safeguarding 2. Positive Relationships 3. Stewardship for All 4. Lifelong Formation We are committed to creating a child safe culture that safeguards children and young people including the safety, participation and empowerment of Aboriginal children and young people of diverse sexuality and those from culturally and linguistically diverse backgrounds. A culture of safety within the Catholic Archdiocese of Melbourne ensures that children and young people can actively participate and fully realise their potential in a faith community. We have a zero-tolerance approach to all forms of child abuse and will always act to safeguard children, young people and the vulnerable and report suspected abuse promptly to the appropriate authorities.
Particular Requirements	Your ministry Group may have particular requirements. Please read and adhere to those specific role requirements as outlined in the ministry's distinct Role Description which is available from your ministry leader.