

## Procedures for Volunteers

All the required forms and training are available in the parish office or on our website: [www.olos.us](http://www.olos.us).

Before you can serve as a volunteer you must:

- Review A Statement of Policy for the Protection of Children and Youth
- Review the Code of Conduct for Church Personnel of the Archdiocese of Baltimore
- Complete and **sign** a volunteer application. References are not required if you will not have substantial contact with children.

If you are **18 years or older** and will have substantial contact with children you must also:

- Complete the required training regarding child abuse and protection of children. This can be done online, see below for instructions, or can be arranged by contacting the parish office.
- Supply three (3) references on the volunteer application
- Complete and sign Consent Form for Criminal History Screening (must be done every five years)
- Sign the Policy Compliance Verification form when all requirements have been met.

Or if you are **14 to 17 years old** and will have substantial contact with children you must also:

- View a video entitled "Worthy of the Call" which can be arranged by contacting the parish office.
- Supply three (3) references on the volunteer application
- Sign the Policy Compliance Verification form when all requirements have been met.

**ONLINE TRAINING:** [www.olos.us](http://www.olos.us) > Volunteer > online training (d. in the list of requirements)

The UserID is: ourladyofsorrows and the password is: archbalt

The training takes about an hour-and-a-half but can be paused and restarted at any time. You will answer some questions about the material and get a certificate to print.

Return all the completed forms and the certificate to the parish office, preferably in a sealed envelope addressed to Jo Massino.

Thank you for your interest in volunteering at Our Lady of Sorrows. Please don't hesitate to call or email me if you have any questions or concerns.

Blessings,



Jo Massino  
STAND Screening Coordinator  
Jo@OLOS.us  
410-867-2059  
Hours: Tues, Wed. & Fri.: 11:00 – 4:00  
Thursday: 9:00 – 4:00