

## Catechist Responsibilities

The relationship between a child and his or her catechist is a key element in the growth and learning process. Tasks entrusted to the catechist in an adaptive program include but are not limited to the following:

- Work with parents to learn about their children's needs.
- Prepare adaptation plans for weekly lessons in conjunction with aides and the program coordinator.
- Educate and encourage all children in the group toward loving inclusion of every member of the class.
- Teach sessions using adaptations, or orchestrate smooth exit and entry points for children working individually or in small groups with catechetical aides.
- Maintain open and regular communication with parents of children in the adaptive program. Provide clear instructions about content to be reinforced at home during the week. Supply With My Family materials with the help of the program coordinator or director of religious education.
- Schedule and hold periodic conferences with parents and the program coordinator to assess the effectiveness of the adaptation plan you are using and make adjustments if needed.
- Implement adaptations for sacramental preparation based on children's needs.

I agree to fulfill the above obligations to the best of my ability. I understand that I am encouraged to request assistance from the program coordinator as special concerns and needs arise.

\_\_\_\_\_  
Catechist's Signature

\_\_\_\_\_  
Date

## Faith Mentor Responsibilities

The relationship between a child and his or her faith mentor is a key element in the growth and learning process. Tasks entrusted to the faith mentor in an adaptive program include but are not limited to the following:

- Work with parents to learn about their children's needs.
- Prepare adaptation plans for weekly lessons in conjunction with aides and the program coordinator.
- Educate and encourage all children in the group toward loving inclusion of every member of the class.
- Teach sessions using adaptations with help from a catechist and/or the program coordinator.
- Maintain open and regular communication with parents of children with whom you work. Provide clear instructions about content to be reinforced at home during the week. Supply With My Family materials with the help of the program coordinator or director of religious education.
- Schedule and hold periodic conferences with parents and the program coordinator to assess the effectiveness of the adaptation plan you are using and make adjustments if needed.
- Implement adaptations for sacramental preparation based on the children's needs.

I agree to fulfill the above obligations to the best of my ability. I understand that I am encouraged to request assistance from the program coordinator as special concerns and needs arise.

\_\_\_\_\_  
Faith Mentor's Signature

\_\_\_\_\_  
Date

## **Code of Conduct**

As a community of faith we are committed to safeguard our children and youth, the most important gifts God has entrusted to us. The following rules and regulations reflect that commitment and are a condition of volunteer ministry.

As a volunteer, I will:

- Safeguard children and youth entrusted to my care at all times.
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with a child or youth at church/school activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children or youth.
- Refuse to accept expensive gifts from children or youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving inappropriate, personal gifts to children or youth.
- Report suspected abuse or neglect to Child Protective Services (800.252.5400) or local police department. I understand that failure to report suspected child abuse is a violation of Texas law.
- Cooperate fully in any investigation of abuse or neglect of children and/or youth.
- Obey all traffic laws when driving children and youth.

As a volunteer, I will not:

- Espouse any view contrary to the teachings of the Catholic Church during my volunteer ministry.
- Smoke or use tobacco products on parish property and/or in the presence of children or youth.
- Use, possess, or be under the influence of alcohol or illegal drugs at any time while volunteering.
- Spank, shake, or slap children, youth or any person.
- Humiliate, ridicule, threaten or degrade children, youth or any person.
- Strike or touch a child, youth or any person in a sexual or other inappropriate manner.
- Engage in any conduct that frightens or humiliates children, youth or any person.
- Commit an illegal or immoral act in the presence of children and/or youth.
- Use profanity in the presence of children and/or youth.
- Sexually harass any person, e.g., requests for sexual favors, sexually explicit statements, etc.
- Drive a vehicle not in compliance with regulations and/or inspections while Driving Children.



**606 Cedarwood Dr., Friendswood, TX 77546, Phone: 281-482-1391 Fax: 281-482-4886**

## BECOMING A VOLUNTEER WITH CHILDREN OR YOUTH

Thank you for your interest in becoming a volunteer in Faith Formation at Mary Queen Church. God will find just the right spot for your gifts and talents that will also feed your soul.

Every adult volunteer with regular contact with children or youth MUST take a 3-hour safe environment course entitled VIRTUS: PROTECTING GOD'S CHILDREN, and submit to a criminal background check through the Archdiocese of Galveston-Houston. There are very few exceptions to this requirement, even if one has taken a similar VIRTUS course in another diocese, or through scouting, etc.

To register for VIRTUS, go to [www.virtus.org](http://www.virtus.org)

Click on the registration link on the left side of the page.  
First time users are encouraged to watch the tutorial of the pre-registration process.

Choose "Begin the registration process"  
Select Galveston-Houston, TX (Archdiocese) from the drop-down menu.  
Create a User ID and Password (Write this down. You will need it in 5 years for the refresher course.)  
Provide your personal information and answer the questions on the following screens.

A list of sessions will be shown by date, with the earliest ones first (see page 2 for local parishes).  
Look specifically for "PROTECTING GOD'S CHILDREN" sessions (NOT Keeping the Promise Alive Refresher).  
Scroll down until you see a date and location that fits your schedule.  
Complete the registration process. Spaces do fill up, so register as soon as possible.

**Please read the important information concerning arrival and the types of identification required to check. If you are late to the class, you will not be permitted to attend and must reschedule.**

After completing the class, it may take a month or more to receive approval from the Safe Environment Office of the Archdiocese of Galveston-Houston. When you receive notification by email that you are approved, please contact the staff member in charge of the ministry you wish to help. He/she will verify your approval, and only then may you volunteer.

Again, thank you for offering to work with children and youth. You really do make an eternal difference!

**Manny Bourque**, Ext. 317, Sr. High Faith Formation, [mannybourque@maryqueenchurch.org](mailto:mannybourque@maryqueenchurch.org)  
**Renee Bourque**, Ext. 329, Jr. High Faith Formation, [reneebourque@maryqueenchurch.org](mailto:reneebourque@maryqueenchurch.org)  
**Cindy Newman**, Ext. 333, Children's Faith Formation, [cnewman@maryqueenchurch.org](mailto:cnewman@maryqueenchurch.org)

**These area parishes (within a 15 mile radius) may be offering "Protecting God's Children."**

**Sacred Heart of Jesus**, Manvel

**St. Bernadette**, El Dorado Blvd

**St. Clare**, El Camino Real Blvd

**St. Frances Cabrini**, near Alameda Mall

**St. John the Baptist**, Alvin

**St. Luke the Evangelist**, near Beltway 8 and Beamer

**St. Mary of the Expectation**, League City

**Shrine of the True Cross**, Dickinson