

Requirements to Hold a Volunteer Position

Without exception, all applicants for paid or volunteer positions in the Diocese must complete the following items before beginning work or ministry serving youth or vulnerable adults:

___ 1. Complete a Diocese of Corpus Christi Application for Employees if you are an employee or, the Application for Ministry and Volunteer Service (Adult or Youth version as applicable), if you are a volunteer.

SEE APPLICATIONS HERE, or to your school or home parish office to obtain an application. *If you are volunteering to drive in any capacity, a Motor Vehicle Report will be run off the information taken from your completed application or as taken from a Drivers Information Sheet.*

___ 2. Turn in your completed application to the home parish or school in which your ministry/volunteer work will be based, or if you are applying for a paid position, to the parish/school office in which you will be employed; if chancery staff, HR Department.

___ 3. Once your background check is processed, you will then receive notification, in writing, via email or direct mail that you are clear to attend a Safe Environment Training. This written notification allows you to attend a Safe Environment class that may fit your schedule. A schedule of classes is updated weekly, and can be found at www.diocesec.org/cmse or you may call (361) 693-6685 for more information.

___ 4. Upon arriving to a Safe Environment class, you must provide the written notification of a completed and cleared background check. At the end of the class, you will receive a blue certification card reflecting completion of training. You will also sign and turn in a Code of Conduct that is located at the end of this Safe Environment Handbook.

Note: If you do not have this written notification, you may attend the course, but you will not receive a blue certification card. The Office for Safe Environment and Child & Family Resources will retain your blue card until confirmation of your background check is completed at which time your blue certification card will be available for you to pick up or will be sent by mail.