

## **APPENDIX E**

### **WORKING WITH VOLUNTEERS**

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#### **USE OF VOLUNTEER LABOR AND/OR DONATIONS OF LABOR AND MATERIALS BY BONAFIDE CONTRACTORS**

##### **Volunteer Labor**

Many parish activities including minor repairs and maintenance projects can be completed using parish volunteer labor. The type of projects done with volunteer labor should not be hazardous or require work at above-ground level. Competent supervisors are to be on site at all times.

Volunteers should not be asked to work on or with any equipment that they have not been trained to operate safely. All volunteers are to follow and comply with the State of Washington Safety Guidelines. See the Parish Safety and Accident Prevention Program for more details.

All electrical and plumbing work must be performed by licensed, bonded workers and electrical or plumbing permits must be obtained.

There are two different types of Volunteer Worker Agreement Form's. The Volunteer Worker Agreement for Facilities and Construction Projects is used for any project involving facilities or construction. All other parish activities use the Volunteer Work Agreement for General Parish Volunteers. All forms must be signed before beginning work.

If the volunteers are performing work as part of a project done under contract with a contractor, the use of volunteers should be scheduled only **before** or **after** the contractor's work is fully completed.

If a parish combines a general contractor and volunteer labor, care should be taken that volunteer labor does not cause a general contractor delay.

The care and upkeep of the facilities is a reflection upon the Parish. Work done by volunteers is to be performed to the same standards as professionals.

##### **Donation of Labor and Materials**

If a bonafide (licensed, bonded and insured) contractor or subcontractor wishes to donate material or labor for a project, the project budget should include the cost of the work offset by an "In-Kind Donation Revenue." The donated work must be performed without impacting the work of the general contractor and the work must be based on a standard Archdiocesan Contract.

Please contact the Office of Property and Construction Services at (206) 382-4851 or 1-800-809-4923 if you have questions about donations of labor and/or materials.

## APPENDIX E - 1

### **VOLUNTEER WORK AGREEMENT FOR GENERAL PARISH VOLUNTEERS**

(For volunteer work in facilities or construction, please use Property & Construction Agreement)

The purpose of this volunteer agreement is to specify the nature and conditions of the volunteer relationship between \_\_\_\_\_ (Name of Individual) hereafter referred to as "Volunteer" and \_\_\_\_\_ (Name of Parish), hereafter referred to as "\_\_\_\_\_." The following conditions apply to the positions of: \_\_\_\_\_ (Volunteer Title) for \_\_\_\_\_ (Office/Department).

1. Beginning date of volunteer commitment: \_\_\_\_\_.
2. Anticipated last date of volunteer commitment: \_\_\_\_\_.
3. Number of hours volunteered: \_\_\_\_\_ per day, or \_\_\_\_\_ per week.
4. Supervisor: \_\_\_\_\_.
5. Physical location of volunteer work: \_\_\_\_\_.
6. It is expressly understood that the volunteer will *not* receive any financial compensation, including vacation, sick, personal, or holiday compensation; nor will there be any pension, medical or other insurance coverage provided.
7. This agreement will remain in force unless terminated at the request of either party. No period of waiting or written notice is required.
8. The volunteer agrees to abide by the Archdiocesan Human Resources policy on Copyrights/Royalties/Inventions. As such, volunteers wishing to use any information, written material, or any other documents during or after their volunteer commitment with \_\_\_\_\_, must obtain prior explicit written permission from \_\_\_\_\_.
9. Volunteers are prohibited from disclosing confidential or proprietary information that comes to their attention as a result of their volunteer work with the parish unless it is authorized in advance, within the normal execution of their volunteer work or as otherwise provided by law. Confidential or proprietary information includes but is not limited to phone numbers, addresses, health conditions, and other personal information about parishioners including the identity of individuals who have confidential appointments with priests or other pastoral leadership.

10. The volunteer agrees to provide the following services as outlined in the attached list of duties (attach list).
  
11. Should there be any opportunity for financial compensation available as a result of any product or service developed, in part or in whole by the volunteer, unless otherwise specifically stated, such compensation will be distributed to \_\_\_\_\_.
  
12. In the event this position becomes a regular position, volunteer understands that he/she may apply for the same position solely through an open recruitment process.
  
13. Volunteer agrees to complete criminal background checks and safe environment child abuse prevention training if the volunteer work includes ongoing unsupervised contact with minors as required by Articles 12 & 13 of the United States Conference of Catholic Bishops Charter for the Protection of Children and Young People.

This agreement expresses all obligations between the two parties named below and there exists no other agreement, written or oral, between these parties, involving the obligations outlined above.

By: _____ Supervisor	By: _____ Volunteer
_____ Date	_____ Date

cc: Pastor, Priest Administrator, or Pastoral Coordinator

## APPENDIX E - 2

### ACUERDO LABORAL PARA EL VOLUNTARIADO GENERAL DE LA PARROQUIA

(Por favor utilice el Acuerdo de Propiedad y Construcción para el trabajo de voluntariado en instalaciones o en construcción)

El propósito de este acuerdo de voluntariado es especificar la naturaleza y condiciones de la relación del voluntario entre \_\_\_\_\_ (el Nombre de Individuo) a partir de ahora en adelante se referirá como “Voluntario” y \_\_\_\_\_ (el Nombre de la Parroquia), a partir de ahora en adelante se referirá como “\_\_\_\_\_”. Las siguientes condiciones se aplican a las posiciones de: \_\_\_\_\_ (El Título del Voluntario) para \_\_\_\_\_ (la Oficina /Departamento).

1. Fecha en que inicia el compromiso el voluntario: \_\_\_\_\_.
2. Fecha de conclusión proyectada del compromiso del voluntario: \_\_\_\_\_.
3. Número de horas voluntariadas: \_\_\_\_\_ al día, o \_\_\_\_\_ a la semana.
4. Supervisor: \_\_\_\_\_.
5. Lugar físico del trabajo voluntario: \_\_\_\_\_.
6. Se entiende explícitamente que el voluntario no recibirá ninguna compensación financiera, incluyendo vacación, o día de enfermo, día personal, o compensación de día feriado; ni habrá cualquier tipo de pensión, cobertura médica u otras coberturas de seguros previstas.
7. Este acuerdo permanecerá en vigor a menos que se termine a petición de una de las partes. No se requiere ningún período de espera, ni se requiere aviso por escrito.
8. El voluntario está de acuerdo en regirse por las normas de Recursos Humanos de la Arquidiócesis en lo que se refiere a Derecho de Autor, Regalías e Invenciones. Como tales, los voluntarios que deseen utilizar cualquier información, material escrito, o cualquier otro documento durante o después de su compromiso de voluntariado con \_\_\_\_\_, deben obtener previo permiso explícito por escrito.
9. A los voluntarios se les prohíbe revelar información confidencial o propietaria que llegue a su atención como resultado de su labor de voluntariado con la parroquia, a menos que sea autorizada por adelantado, dentro de la ejecución normal de su labor de voluntariado o de otra manera como esté previsto por la ley. La información confidencial o propietaria incluye, pero no está limitada a, números teléfono, direcciones, condiciones de salud, y otra información personal sobre los feligreses de

la parroquia, incluyendo la identidad de individuos que tienen citas confidenciales con sacerdotes u otro liderazgo pastoral.

10. El voluntario acuerda proveer los siguientes servicios como están estipulados en la lista de deberes adjunta (adhiera la lista).
11. Si hubiera cualquier oportunidad para compensación financiera disponible como resultado de cualquier producto o servicio desarrollado, en parte o enteramente por el voluntario, al menos que se especifique de otra manera, tal compensación será distribuida a \_\_\_\_\_.
12. En la eventualidad que esta posición se convierta en una posición regular, el voluntario entiende que él /ella puede solicitar para la misma posición exclusivamente a través de un proceso de reclutamiento abierto.
13. El voluntario está de acuerdo en cumplir con la revisión de antecedentes penales y el entrenamiento de ambiente seguro para la prevención de abuso de menores si el trabajo del voluntario incluye contacto regular sin supervisión con menores de edad según lo requiere los Artículos 12 y 13 de *Los estatutos para protección niños y jóvenes* de la Conferencia Católica de los Obispos de Estados Unidos.

Este acuerdo expresa todas las obligaciones entre las dos partes nombradas abajo y no existe ningún otro acuerdo, escrito u oral, entre estas partes, implicando las obligaciones delineadas arriba.

Por: \_\_\_\_\_  
Supervisor

Por: \_\_\_\_\_  
Voluntario

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Fecha

Cc: Párroco, Sacerdote Administrador, o Coordinador Pastoral

### APPENDIX E - 3

## VOLUNTEER WORKER AGREEMENT FORM

Corporation of the Catholic Archbishop of Seattle  
Property and Construction Services

We want to thank you for your offer to volunteer. We have the responsibility to advise you of the constraints under which you volunteer.

The undersigned acknowledges and agrees that he/she is a volunteer worker on a project for \_\_\_\_\_. All of the work to be performed by the undersigned is a free will donation of time and energy and no payment or value of any kind is to be received for the services.

As a volunteer, the undersigned agrees to work under the supervision of \_\_\_\_\_ for the project. The undersigned has no authority to represent the project coordinator or the Archdiocese of Seattle in dealing with any other person, business, or firm and the undersigned will not attempt to act as contracting agent of the Archdiocese. In addition, the undersigned agrees to indemnify and hold harmless the parish and the Archdiocese of Seattle for any claim, liability, or expense arising from any contractual liability incurred or alleged to have been incurred by the undersigned.

The undersigned further agrees that he/she is not entitled to any wages, reimbursements, or benefits from the volunteer work, including without limitation worker's compensation, unemployment benefits, medical and overtime.

The undersigned acknowledges that he/she could be injured on the construction site, but agrees to seek compensation therefore from his/her own personal insurance and agrees to pay his/her own medical bills. The undersigned agrees to make no claim for any injury, harm or consequential damages for work-related injury and releases the parish and the Archdiocese from all claims, demands, or causes of action arising there from.

Volunteer agrees to complete criminal background checks and safe environment child abuse prevention training if the volunteer work includes ongoing unsupervised contact with minors as required by Articles 12 & 13 of the United States Conference of Catholic Bishops Charter for the Protection of Children and Young People.

**PARISH OR CCAS:**

**VOLUNTEER:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name / Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## APPENDIX E - 4

### CONTRATO VOLUNTARIO DE TRABAJO

#### Oficina de la característica y de la construcción

Queremos agradecer a usted por su ofrecimiento voluntario. Tenemos la responsabilidad de aconsejarle y hacerle presente las leyes que contrae su servicio voluntario.

El bajo firmado, reconoce y está en acuerdo que él o ella es trabajador voluntario en un proyecto para (de)\_\_\_\_\_. El trabajo que se va a ejecutar por el bajo firmado es una donación voluntaria de tiempo y energía en la que no recibirá ningún tipo de pago o valor estos servicios.

Como un voluntario, el bajo firmado esta de acuerdo en trabajar bajo le mando del \_\_\_\_\_ encargado temporal de este proyecto.

El bajo firmado no tiene ninguna autoridad para represar al cordinador del proyecto o a la Arquidiócesis Seattle en ser tratados como cualquier persona de negocios o compañía, y el bajo firmado no atentará de actuar como un contratista de la Arquidiócesis. Por consecuente el bajo estará de acuerdo en no buscar ninguna indemnización o causar algún problema del mismo rango a la Parroquia o Arquidiócesis de Seattle por medio de alguna demanda, obligación, gasto que salga oh deuda declarada que pueda ser incurrida por el bajo firmado.

El bajo firmado reconoce que él o ella puede inquirir alguna herida en el sitio del proyecto o construcción pero esta de acuerdo en que deberá buscar su compensación en su aseguranza personal, pagado ella misma sus consultas médicas. Con esto el bajo firmado no hará ningún reclamo de herida o daños consecuentes por el trabajo.

Yo bajo firmado renuncio de todos aquellos daños, demandas o causas de acción que puedan surgir en contra de la Parroquia o Arquidiócesis a causa del trabajo voluntario que se haya realizado.

Este acuerdo esta asentado el dia \_\_\_\_\_ del mes \_\_\_\_\_ y de año\_\_\_\_\_.

\_\_\_\_\_  
Firma autorizada-Pastor

\_\_\_\_\_  
Voluntario

\_\_\_\_\_  
Asistente pastoral de administración

## APPENDIX E – 5 VOLUNTEER DRIVER FORM

Name of Driver: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Drivers License #: \_\_\_\_\_ State Issued: \_\_\_\_\_

Year, Make & Model of Vehicle: \_\_\_\_\_

Insurance Company's Name: \_\_\_\_\_

Liability Limits: \_\_\_\_\_  
(Minimum Limits \$25,000/\$50,000 recommended \$100,000/\$300,000)

Agent's Name: \_\_\_\_\_

In order to provide for the safety of those we serve, we must ask each volunteer driver to list all accidents or moving violations they have had in the last three years:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please be aware that as a volunteer driver, your insurance is primary.**

Thank you for helping us with our transportation needs.

Certification

*I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used. I understand my personal insurance is primary should an accident occur. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle. I have read and will abide with the "Requirements for Drivers" statement which are listed on Parish Assistance Memo 704. I am fit to operate a vehicle and will operate it safely and in accordance with the law at all times.*

\_\_\_\_\_  
Volunteer Driver Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Review By

\_\_\_\_\_  
Date

**Note: To be filed in Volunteer File - Copy of current Insurance coverage to accompany this form**