

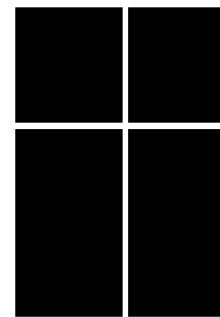
This booklet contains a summary  
of the information contained in Section 3 of the full document  
“Code of Ethical Standards for Church Personnel”.

All volunteers are asked to complete  
the Receipt form attached to this booklet.

If you have any questions, please contact

CATHOLIC DIOCESE OF WICHITA  
424 N. Broadway, Wichita KS 67202  
(316) 269-3900

**CODE OF  
ETHICAL STANDARDS  
FOR  
VOLUNTEERS  
Do's and Don'ts Summary**



CATHOLIC DIOCESE OF WICHITA  
July 16, 2003

## 1. CONFLICTS OF INTEREST

- Avoid putting yourself in a position that might present or even appear as a conflict of interest.
- Disclose, to the appropriate responsible authority, any circumstances that might appear to be a conflict of interest.

## 2. HARASSMENT

- Respect and protect the God-given life, dignity and worth of every person.
- Do not engage in physical, psychological or verbal harassment of others.
- Do not tolerate such harassment by others.
- Provide a professional work environment for others which is totally free of harassment.
- Follow the established Diocesan procedure for reporting harassment.
- Exercise a special concern for any person who may be subject to harassment.

## 3. SEXUAL CONDUCT

- Respect the personal dignity of all persons and maintain appropriate professional boundaries.
- Do not exploit relationships with those entrusted in your care.
- Be knowledgeable of all Diocesan and State policies governing suspected abuse of children.
- Be responsible to witness to your vocation/state in life.

## 4. CONDUCT WITH MINORS

- Use appropriate judgment marked by personal and professional integrity to ensure safe and trusting relationships when working with minors.
- Provide a team approach when ministering to youth. Be aware of your own vulnerability and that of any individual minor with whom you are working.
- Maintain an appropriate ratio of adults to young people.
- Exercise prudent caution when meeting one-on-one with a minor.
- Avoid physical contact with minors that might be misconstrued.
- Maintain an understanding of the Diocesan policies concerning sexual misconduct.
- Do not supply or condone the use of alcohol, tobacco or illegal drugs by minors. Do not use alcohol or illegal substances while working with minors.
- Do not provide any sexually inappropriate materials to minors, discuss personal sexual experiences, or use sexually explicit or vulgar language.
- Do not provide overnight accommodation for minors without an appropriate ratio of adults to minors.
- Vacations or overnights alone with minors (other than your own) is prohibited. Do not share a bed or bedroom (except dormitory style room) with a minor.

## 5. ADMINISTRATION

- Exercise just treatment of employees and volunteers in the daily performance of their ministries.
- Seek to relate to all people with respect, sensitivity and reverence.
- Seek to empower others and to work in ways that respect all people's talents.
- Ensure a clear accounting of all parish resources.
- Personnel and other administrative decisions should meet all civil and canonical requirements and reflect a fidelity to Church social teachings.

## 6. CONFIDENTIALITY

- Hold in strictest confidence information disclosed during the course of counseling, advising, spiritual direction or any other professional contact.
- Safeguard the confidentiality of any information/records pertaining to professional contact with individuals.
- When providing identifying information to other professionals, both parties are bound by confidentiality. Limit the content of the information to be shared.
- Exceptions to confidentiality should be shared with the person prior to entering into counseling.
- Safeguard individual identity and confidentiality when used in another professional setting (e.g., teaching, writing, preaching or counseling).
- The confidentiality of the confessional must never be violated.

## 7. RECORDS AND INFORMATION

- Maintain appropriate confidentiality when working with Diocesan records, and in accordance with current rules and regulations.
- Personal or unauthorized solicitation is prohibited.

## 8. COUNSELING – INDIVIDUAL AND SMALL GROUPS

- Respect the rights and protect the welfare of each person, seek to promote the common good, and recognize the limitations of personal competence when working with an individual or group.
- Refer an individual to professional counseling when appropriate.
- Strive to prevent individuals from emotional abuse during group interaction.
- Long-term counseling relationships should generally be provided by professionally accredited counselors.
- Do not share a professional counseling relationship with someone with whom you share a pre-existing relationship.
- Conduct appointments and meetings in an appropriate setting, and at appropriate times.
- Discontinue counseling when no longer able to maintain impartiality.
- Do not accept payment for services that are considered part of the ministry of the Church unless already established by the Church.

**CATHOLIC DIOCESE OF WICHITA**  
***Code of Ethical Standards for Volunteers***

**RECEIPT**

I hereby acknowledge that I have received a copy of the *Code of Ethical Standards for Volunteers*, dated July 16, 2003. I understand its meaning and agree to conduct myself in accordance with its contents.

CHURCH OR INSTITUTION: \_\_\_\_\_

CITY OR TOWN: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

The original of this signed document should remain in the Church/Institution files.  
A copy of this signed document should be forwarded to the Chancery.