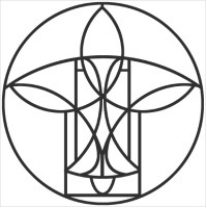


St. Bernadette Faith Formation Volunteer Opportunities



Our Faith Formation Program cannot run without the help of many volunteers in many different areas. Skills needed cover a wide-range of talents and time commitments. There is literally “something for everyone,” when it comes to volunteer categories. When filling out your registration form please consider giving your time generously.

Please list the number next to your name in your area of interest.

Name 1 _____

Name 3 _____

Name 2 _____

Name 4 _____

Catechist

Grade: K 1 2 3 4 5 6 7 8 9 10 11 (Circle Preferred Grade)

Time: Grades K-6 are 4:00-5:15 PM on Wednesdays

Time: Grades 7-11 are 6:30-8:00 PM on Wednesdays

Catechists share their faith with young people using resources provided by the staff, including lessons, textbooks, AV materials, etc. Ongoing training and support is provided by the FF Director.

Catechist-Substitute

Grade: K 1 2 3 4 5 6 7 8 9 10 11 (Circle Preferred Grade)

Time: Grades K-6 are 4:00-5:15 PM on Wednesdays

Time: Grades 7-11 are 6:30-8:00 PM on Wednesdays

Be available to present a prepared lesson to young people when a regular catechist is unavailable. Time commitment varies.

Catechist Aide

Grade: K 1 2 3 4 5 6 (Circle Preferred Grade)

Time: Grades K-6 are 4:00-5:15 PM on Wednesdays

Assist catechist with the students during class time, little to no preparation necessary.

Volunteer Secretary

Time: 4:00 PM or 6:30 PM (Circle Preferred Time)

Needed during class times to answer phones, check attendance and assist with requests from catechists. Several volunteers work on a rotating schedule once or twice a month. Need to arrive 15 minutes before beginning of classes.

Volunteer Babysitter

Time: 4:00 PM or 6:30 PM (Circle Preferred Time)

Provide child care for catechists/volunteers during classes.

Parking Lot Monitor

Time: 4:00 PM or 6:30 PM (Circle Preferred Time)

Insures safety of children, directs traffic through designated entrances/exits of parking lot before and after classes.

Jr. High & Sr. High Retreats

Grade: 7-8 or 9-10 (Circle Preferred Grades)

Half-day retreats for grades 7-8 and 9-10. Volunteers help with discussion groups, activities or in the kitchen.

Confirmation Retreat Team

Weekend retreat at Mount Tabor, Menasha. Group leaders meet with students throughout the weekend to discuss various presentations. Volunteers also needed to assist in the kitchen.

Confirmation Discussion Leader

Facilitate discussion with candidates and at times with their sponsors.

Parent Advisory Committee

Meet with FF Director and other parents to discuss issues and concerns, suggest improvements to programming and get acquainted with other parents.

Youth Ministry Advisory Board

Help design, create, imagine and implement opportunities for the youth of our parish.

Parent-Child Altar Server Teams

Serve at Mass as a family. Helps promote a healthy faith life. Training provided.

Décor / Cheer / Bulletin Boards

Help us make the building our own. Bulletin Board, hallways, classroom doors, seasonal decorations, you name it. Bring your ideas, we'll bring the supplies.

Special Events / Fundraisers

Generate ideas and help organize fundraising projects to help offset expenses.

Volunteer Chaperone

Help monitor and supervise during any trips or events throughout the year.

All volunteers working with children under 18 years of age or vulnerable adults will be asked to comply with the U.S. Bishops' directives to ensure the protection of our children and vulnerable adults in all ministries sponsored by the parish.

This includes:

- A background check (**Online instructions on back →**)
- Signature on the Diocesan Code of Conduct
- Attendance at “Protecting God’s Children” workshop

eAppsDB Instructions for Adult Volunteer Applicant

Before going on line to complete the application, be sure to have the following information handy:

- Your residences over the last seven years including street, city, state, zip code
- The names of two (2) Professional/Civic references including street, city, state, daytime phone number
- The name of one (1) Personal references including street, city, state, daytime phone number
- Social Security Number
- Driver's License number and renewal date

Now you are ready to get started; log on to the Diocese website at www.gbdioc.org

1. With your computer mouse, roll across the “**Protecting Our Children**” option at the top of the screen.
2. In the dropdown box, click on “**Background Checks**” and then click on the “**eAppsDB**” link.



As a new Volunteer Applicant you will not yet have a User ID or password; **click on the underlined ‘[click here](#)’ to register to begin the process.** You will receive the ‘New User Registration’ screen.

NOTE: All fields on this screen require entry except middle name and email address but we would encourage you to include your email address for communication purposes. Your email address will not be sold.

- In the ‘Primary Site’ field, a drop down menu box lists all diocesan entities alphabetically by city. Select the Parish/School/RE Program/Agency at which you will do the majority of your volunteer service.
- The ‘Access Code’ field requires entry of a code provided by the Diocese of Green Bay. The access code is currently set as ‘**gbdioc04**’. (Zero four)
- A choice for ‘type of application’ is required – **click on the box beside ‘Volunteer’**.
- In the ‘User ID’ field, you should enter a User ID that you would like to use for access to your application. Please read the requirements for User ID at the bottom of the registration screen. Use letters and numbers only. The system is not case sensitive.
- In the ‘Password’ field, you should enter a password that you would like to use for access to your application. Please read the requirements for password at the bottom of the registration screen. You are prompted to enter your password twice for verification purposes.
- In the ‘First Name’, ‘Middle Name’, and ‘Last Name’ fields, enter your name as it appears on your driver’s license.
- In the ‘Date of Birth’ field, please enter your DOB in mm/dd/yyyy format. You are prompted to enter your DOB twice for verification purposes.

Your date of birth is required solely for the purpose of preventing duplicate applications in the system. This information is locked after completion of the background check screen and is not made available to the user or organization.

Please write down your User ID and password; you will need this information to continue with the application. Store this information in a safe place as you will need it to access your application in the future.

Once you have completed the requested information, **click the ‘Register’ button.** You will receive a message indicating registration has been successful.

Click on the ‘[click here](#)’ to login and continue with your application. At the ‘Login Page’ re-enter your User ID and password and **click ‘Login’** to continue. You will arrive at the ‘Application Overview For Volunteer’ screen.