

## Saint Philip and Saint James Volunteer

Dear Parent/Volunteer,

Thank you for offering to volunteer your time to support the Church of Saint Philip and Saint James and Saints Philip & James School. Please complete the following 4 steps in order to be a volunteer in Church or School programs. **All steps must be completed prior to beginning any volunteer activity.**

- Volunteer Application
- Fingerprint Form Process
- Attend a Protecting God's Children Seminar (PGC)
  - You may register for a seminar at [www.diometuchen.org](http://www.diometuchen.org) and click on the Virtus box on the webpage.
  - Please submit your certificate when completed.
- Code of Pastoral Conduct: This can be found online through the diocesan website: [www.diometuchen.org](http://www.diometuchen.org)
  - Choose> Offices & Ministries
  - Choose> Child & Youth Protection
  - Choose> Policies & Forms
  - Click and read: Code of Pastoral Conduct
  - Click, print, sign, and return to me: Acknowledgement Form

Submit all paperwork (originals or copies) to the church or school office. These are confidential forms and should not be shared with others.

Any questions or concerns can be emailed to [clearances@spsj.org](mailto:clearances@spsj.org).

Thank you,  
Bettina (Tina) Socci and Nancy Ensley  
Background Coordinators

Sts. Philip & James School  
137 Roseberry St.  
Phillipsburg, NJ 08865

Church of St. Philip & St. James  
430 South Main St.  
Phillipsburg, NJ 08865