

St. John the Baptist Church
Volunteer Confidentiality Form

By their nature, some aspects of St. John the Baptist volunteer work is considered confidential. These may include but are not limited to correspondence, contributions and/or relationships with parishioners or benefactors. Volunteers should not discuss these matters outside the office.

Volunteers of St. John's are responsible for the security of any confidential information to which they have access. Volunteers are prohibited from attempting to obtain confidential information for which they are not authorized.

Confidentiality is to be respected by all volunteers in regard to appointments, specific projects, internal documents, and/or details relating to family or individuals related to the pastor or employees of the church. Work areas should be reviewed at the end of each work day and sensitive work product or drafts secured in drawers. If confidential material has been received or distributed and is no longer needed as work product, it should be shredded.

Volunteers will not discuss nor divulge internal parish business concerning its employees, committees, parishioners, or pastor except to the extent necessary for the normal conduct of business. This policy is not intended to impede normal parish communications and relationships, but rather to specify volunteer discretion.

Violation of this policy by a volunteer of St. John's may be subject to disciplinary action dependent on the nature of the violation.

I have received and read a copy of this form, the St. John the Baptist Church Volunteer Confidentiality Form, and agree and understand the policy and guidelines set forth within the document.

My signature demonstrates my agreement to hold confidential all church matters pertaining to the priest, staff, committees, parishioners, and parish business while serving as a volunteer of St. John the Baptist Church.

Signature of Volunteer

Date

Printed Name of Volunteer