

Volunteer Agreement



Catechism Teacher
Staff secretary &
Principal

DOCUMENT CONTROL

Document Name	Volunteer Agreement for Catechism teacher, Staff secretary & Principal
Document Owner	Department of Catechesis, Syro Malabar Eparchy of St. Thomas the Apostle, Melbourne.
Approved By	Director, Department of Catechesis, Syro Malabar Eparchy of St. Thomas the Apostle, Melbourne
Approved Date	06/05/2023
Facilitator	Principal of the respective catechism centre
Point of Contact	Priest of respective parishes/mission

DISTRIBUTION STATUS

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Syro Malabar Catechism centres across Australia and Oceania	Responsible catechesis for students of the Syro-Malabar Eparchy of Melbourne	06/05/2023

DOCUMENT HISTORY

Version	Date	Reviewed by	Description
Version 1.0	06/05/2023	Fr. Francis Kolencherry, Vicar General, Syro- Malabar Eparchy of St. Thomas the Apostle, Melbourne, Dr Johnson, Eparchy Finance officer, Fr. Mathew Areeplackal Director Department of Catechesis, Anthony Kuriakose ,Secretary, Department of Catechesis & Presy Tom Principal St. Alphonsa Parish Parramatta, Fr Sibichan Kaippanlackal, Consultor to the diocese of Townsville.	Content modified by Vicar general, Finance officer & Catechism Director in consultation with the other clergies of the Eparchy

PRIVATE & CONFIDENTIAL

**Volunteer Agreement between the Parish/Mission and CATECHISM TEACHER/
STAFF SECRETARY / PRINCIPAL**

The parties signing this document:

Party 1: Parish priest/ chaplain representing respective mission/parish

Parish/Mission Name & Address:

Party 2: The volunteer **taking the role of** _____

Name and Surname: _____

Residential address: _____


Email/phone number: _____

Mr/Mrs/Ms _____ *(full name of the volunteer)*

Ref: Letter accepting volunteer position of catechism teacher, staff secretary or principal

I am pleased to accept you as a volunteer to the above-mentioned role in this Parish/mission under the Syro- Malabar Eparchy of St Thomas the Apostle Melbourne commencing from _____ *(date)*. During your tenure you will be reporting to the Parish Priest /Chaplain and Catechism Principal.

By signing this document, you are volunteering to the Mission/Parish of the Syro-Malabar Eparchy of St. Thomas the Apostle of Melbourne, which is conducted in accordance with the



religious doctrines, beliefs, and principles of the Catholic Church and also in accordance with the particular laws of the Syro-Malabar Church.

Your role, highly valued by this Mission/Parish, is an essential part of the mission of the Church. This role is fundamentally an evangelical one, teaching students the curriculum of the Syro-Malabar Catechetical Commission by way of engaging and witnessing. Your service presupposes you stick with the doctrines of the Catholic church, which includes wholeheartedly collaborating with other activities such as Faith fest, Parish annual day, Bible *Kalolstavam*, retreat, camp or pilgrimage conducted by your centre or parish.

Along with normal activities organised by catechism centre, you must ensure that students engage in wider catechetical activities conducted by the Department of Catechesis.

In compliance with the Australian government norms, every volunteer of this mission/parish is required to obtain and maintain a working with children check (WCC or blue card) and attend compulsory safer churches child protection training offered by the Eparchy. You are also expected to attend Teachers Conferences conducted periodically by the Department of Catechesis and report back updates to your centre and parish priest.

As a volunteer, you will not receive any remuneration but is entitled to receive reimbursement for previously approved out of pocket expense substantiated by receipts.

When you are volunteering in your role, you are to comply with the “*Pallyogam Rules*,” Safer Church Policies, policies and procedures relating to work place Health and Safety, privacy, and all other relevant policies which are existing and which may be established in future by the Eparchy. By this, you agree to collaborate with your parish priest or chaplain, principal, PSO, fellow teachers, parents and catechism students by following a spirit of Christian charity, forgiveness and fellowship.

This parish/mission or Eparchy holds the right to terminate this arrangement within a notice period of 1 month, or immediate removal from the role for breach of code of conduct or policies of Syro-Malabar Eparchy or any other relevant document. If you wish to discontinue your role, you are advised to discuss your concerns with the Principal or Parish Priest/Chaplain in the first place. It is preferred that the you complete an academic year to allow for sufficient time to find an alternative replacement.

By signing this document, you agree to all the terms and conditions, and have sufficient knowledge of the documents regarding **Catechist position description, Code of Conduct, Non-disclosure agreement and Privacy policy** that is available to you in the Eparchial website.

Please retain a copy of this signed document for your personal file.

Offering your time and services in the role of _____ is much appreciated and the church invokes God’s blessings for you and your family.

Fr. _____

Dated _____

Chaplain/Parish Priest



Acceptance of the role and the outlined terms

I agree that my work as a volunteer will be governed by the arrangements set out in this document, the **Catechist position description, Code of Conduct, Non-disclosure agreement and Privacy policy** of the Syro- Malabar Eparchy of St. Thomas the Apostle, and the Dept of Catechesis, Melbourne which is available in the eparchial website.

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Signature: WWCC #

Name: Expiry:

Role:

Date:

Witness Name:

Witness Signature:

Date:

Position descriptions link:

<https://syromalabar.org.au/wp-content/uploads/2020/08/position-description-catechist-.pdf>

<https://syromalabar.org.au/wp-content/uploads/2020/08/position-description-principal-.pdf>

<https://syromalabar.org.au/wp-content/uploads/2020/08/position-description-catechism-staff-secretary-1.pdf>

Code of Conduct & Non-Disclosure agreement link

<https://syromalabar.org.au/wp-content/uploads/2023/05/code-of-conduct.pdf>

<https://syromalabar.org.au/wp-content/uploads/2023/05/non-disclosure-agreement.pdf>

References:

<https://syromalabar.org.au/safeguarding-children/>

<https://syromalabar.org.au/resources/download/palliyogam-rules-2/>