

Guidelines for Volunteer Work on St. Josaphat Buildings, Grounds and Facilities September 2024

Due to insurance liability and risk management, we are asking all volunteers who work on St. Josaphat Buildings, Grounds and Facilities to adhere to these safety guidelines:

- Any volunteer activity on the St. Josaphat Parish property (buildings, park, parking lot, grounds), including cleaning, planting, building, repairing, watering, beautifying, landscaping, event set-up and tear-down, etc. must be approved by the Parish Facilities Manager before any work begins.
 - Requests to perform any maintenance should be emailed to the Parish Facilities Manager, Tina Smat. (Tina@stjosaphatparish.org)
- Once work is approved, the Parish Facilities Manager and volunteers will schedule a mutually agreeable date and time when volunteers can be onsite to perform the work. This is to ensure that the appropriate safety precautions are implemented to protect the parish's and school's staff, students and visitors.
- If the scope of the approved work changes while performing the activity, the Parish Facilities Manager should be notified before work continues.
- Volunteers cannot work alone and will be under the supervision of a St. Josaphat staff member at all times while work is performed.
- Volunteers may not use a ladder or enter any precarious/restricted areas inside any parish building, even when accompanied by staff.
- No tools, materials, equipment, etc. may be removed from St. Josaphat property without explicit approval from the Parish Facilities Manager.
- Any signs posted on the property should be approved by the Parish Facilities Manager. This includes the content as well as the size, location and hanging method.
- Volunteers are called upon to respect decisions made by the Pastor, Principal and Parish Facilities Manager as there are often multiple and varied impacts unknown to the volunteer that must be managed.

In accordance with Archdiocese of Chicago policy, any volunteers who do not adhere to these guidelines may be asked to step aside. And, as always, proposals with detailed estimates must be presented and approved before paid work commences.

Archdiocese of Chicago Policies and Procedures Information Book Five - The Temporal Goods of the Church

705 Use of Volunteers

705.1 Policy No parish shall use volunteers to perform hazardous activities, including but not limited to, the climbing of ladders and scaffolds, performing trade work (e.g. electrical, structural renovations, roofing work, etc.) or any other service that may place the volunteer, parishioners, or the physical property of the Archdiocese of Chicago in harm's way.

Procedure Parishes shall use qualified, approved contractors for hazardous activities, utilizing the established Contract for Construction Services available from the Department of Facilities and Construction.