



## Immaculate Heart of Mary Catholic Church

790 26 1/2 Road

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Grand Junction, Colorado 81506-8350

September 12, 2017

Holy Family School Subsidy Families,

This letter is to inform you of the steps for volunteering in the parish and fulfilling your service to our parish!

### Step 1: Paperwork

Family members volunteering at the parish must have the Diocese of Pueblo's *Safe Environment* requirements completed prior to volunteering within the parish. As noted in the August 23<sup>rd</sup> letter:

- 18 and older family members need to complete a **Volunteer Packet** which can be picked up from the parish office. If you plan to participate in ministries involving youth or assist the office with financial matters, you need to complete "**Screening One Background Check**" documentation included in the volunteer packet. The parish will cover the cost to submit the application with Screening One.
- "**Shield the Vulnerable**" age appropriate Pre-K through 12 grade online course and/or adult training must be completed. If it has been more than 5 years since you have taken the course, you will need to provide the parish with a current copy of your completion certificate.
  - Families who chose to Opt-out of the *Safe Environment* training should not have their children volunteering within the parish.
- In addition, Diocese of Pueblo's "**Youth Code of Conduct**", needs to be signed by family members 9<sup>th</sup> – 12<sup>th</sup> grade. A copy of this document is contained in our **Volunteer Packet**. We can email the code of conduct at your request. The parent must also sign the code of conduct. Please return the signed document to the parish office ATTN: Cheryl.

Included with this letter is the **Parish Subsidy Family Volunteers List**. We ask that you provide a list of family members' name and age group volunteering at the parish as part of the subsidy fulfillment. This list will assist in directing any additional follow-up requirements. This sheet also requests a Main Contact Person to notify when a need arise.

### Step 2: Volunteering!

This is the fun part! Download a copy of IHM's current ministries <http://ihmgjt2.artyrox.com/parish-subsidy/> and contact the heads of the ministries to learn more about the ways to serve the parish. To encourage ongoing ministry participation, an important part to receiving a parish subsidy, setting a goal of a ministry a month is a good first step! Maybe participating in weekend ministries would better suit your family's schedule. Hospitality ministers are always welcomed as are Altar Servers, Eucharist Minister and Lectors. Sunday morning Coffee and Donuts hosting can involve all members of the family and one Sunday a month maybe doable for your family. The first ever Oktoberfest is an all-day event happening from 10 AM to 9PM Saturday, September 30th. Maybe one-time special event are of interest to you.

A sticker will be provided to an adult family member to identify the ministry you actively served. Request the sticker from the head of the ministry present at the event. Younger members of the family will receive their own sticker! The "**We Serve at IHM 1 of 2**", also provided with this letter, becomes a sign of your service within the parish simply by attaching your collection of ministry stickers. There will be no need to log-in your hours! We request that you return your first service sheet to the parish office no later than the start of Christmas break 2017. Download your copy of "**We Serve at IHM 2 of 2**" from IHM's website, under the Parish Life menu, by clicking on Parish Subsidy to continue noting your service within the parish. This second service sheet needs to be returned to the office by the end of March 2018 as Fr Don prepares to review the subsidy applications for 2018-2019 in the month of April 2018.

This is a time of new beginnings. We want it to offer new hope and new life to the parish. Please be patient and be prayerful. Consider posting **We Serve at IHM** in your home so all family members can witness the ways the family is helping in the parish. A selfie of the family and your **We Serve at IHM** included in next year's application is worth a thousand words! If you have questions or want to discuss additional ministry opportunities within the parish, please call the parish office so we can best direct your call.

Peace be with you,

Cheryl Morelli  
Immaculate Heart of Mary Administrative Support Staff