

Serving IHM Ministry Checklist

- PARISH SUBSIDY FAMILY VOLUNTEER LIST, “PSF LIST”**
(Subsidy families must complete the *PSF List* noting all family members serving for the upcoming school year. Email the list to cmorelli@ihmgjt.org. *PSF List* will be updated each school year.)
- VOLUNTEER PACKET**
All 18 and older IHM volunteers must pickup and complete a Volunteer Packet. A Background Check maybe necessary.
(*PSF list* members, 18 and older, must complete the Volunteer Packet **and** Background Check. Holy Family School, HFS, cannot legally share background information. The *PSF list* will assist in providing families with the necessary Volunteer Packet(s) & conduct documentation. A Background Check is **valid for 5 years**.)
- SAFE ENVIRONMENT TRAINING**
7 years and up require age appropriate Safe Environment training to serve within the ministries of the parish.
Good Touch Bad Touch: annual class for children and their parents.
2nd through 3rd grade offered by IHM’s religious education or part of HFS curriculum.
Shield the Vulnerable: online class for children and adults.
4th grade through 8th grade annual online training or part of HFS curriculum.
9th grade through 12th grade annually online training (proof of certification must be provided to the parish).
18 and older online certification **valid for 5 years**.
(Unlike the Background Check, Holy Family School can provide the parish with a list of STV training completion dates for adult volunteers and students at HFS)
- LEARN MORE ABOUT SERVING OUR MINISTRIES!** Training, scheduling and age appropriateness maybe necessary. A current list of IHM’s ministries is available at www.ihmgjt.org Type “Love and Serve” in Search the site. The list includes ministry’s contact information.
- EMAIL BLAST!** Receive notification of one-time event(s) for family or individual serving! The email will provide details, contact information and sign-up opportunities. (Subsidy families who have turned in their *PSF list* & have volunteer packets in process can begin volunteering within the parish. Youth and money handling ministries require completed background checks be in place prior to serving.)
- DON’T FORGET YOUR STICKER!** Share while serving our ministries helps the parish to grow. Each family member 18 & older requests a ministry sticker while volunteers 7-17 receive a colorful sticker.
(Subsidy families refer to **FAQ**, available at www.ihmgjt.org to learn more about ministry stickers and **We Serve at IHM** sheet. Type “Parish Subsidy” in Search the site)

We are so grateful for all of our volunteers, **THANK YOU !**