

Thank You for Volunteering!

Instructions for Becoming an Approved Volunteer

1. Read the **Code of Pastoral Conduct**
2. Read the **Guidelines for Adults Working with Children**
3. Take the **LiveScan Form to Mail N More** (in the Raley's Shopping Center), 836 Southampton Road, Suite B, Benicia. 707-746-7813. The Livescan is for volunteers over the age of 18 years. This Livescan needs to be completed if you have not had it done prior for volunteering with the parish. You will need to do it again, even if you have already had it done for volunteering with the school, your job or any other entity. The Diocese requires it for the sole purpose of volunteering through the parish. This will be at no charge to you. Please return copy of Livescan Request to Dir. Rel. Ed., Ministry Center for our records.
4. Complete the **Safe Haven** online course regarding working with children. It is your responsibility to renew your certification every three years. Click the Safe Haven link to view the training instructions. The course takes about one hour of time. Upon completion, you will be prompted to print a certificate of completion. Please bring Certificate of Completion to Dir. Rel. Ed., Ministry Center for our records.