

POLICY FOR TEEN EMPLOYEES & VOLUNTEERS – GRADES 9-12

Training - Called to Serve©

1. All youth in grades 9-12 who are paid employees or receive a stipend for work in parishes, schools and affiliated agencies shall attend *Called to Serve©* training. All youth in grades 9-12 who volunteer assisting an adult or in a direct service role involving children shall attend *Called to Serve©* workshop. Since teens are minors, the Archdiocese of Detroit recommends volunteers or employees under age 18 working with children to be paired with an adult or another teen and regularly supervised by an adult. Participation in the workshop must be completed within six (6) months of hire or assignment date. Roles, events and activities requiring *Called to Serve©* participation **may include, but are not limited to:**

TEEN EMPLOYEES & VOLUNTEERS GRADES 9-12
Mission projects
Community service
Religious Education - catechists, assistants, hall monitors
Confirmation candidates – grade 9 or above
Vacation Bible School
Office Receptionist
Maintenance or landscaping
Tutoring
Athletics
CYO Youth Council
Camp counselors, junior counselors, etc.
Nursery/Child care
Choir
Altar Servers
Musicians
Soup kitchens or domestic shelters volunteers where children may be present

Catholic Youth Organization

2. All paid teen employees or teens who receive a stipend affiliated with the Catholic Youth Organization (CYO), and any teen volunteers whose role involves contact with children through CYO shall complete the *Called to Serve©* workshop per CYO deadlines, as follows:
 - a. Fall Sports: September 25.
 - b. Winter Sports: January 14.
 - c. Spring Sports: April 30.

Confirming Called to Serve© Participation

3. Confirmed attendance at *Called to Serve©* is a condition for employment or volunteering. The participant must provide a copy of the *Called to Serve©* certificate to their place of employment or volunteer location. Failure to participate in the workshop within six (6) months of assignment will result in the loss of employment or volunteer position until that requirement is met.

After High School

4. For those employees and volunteers who have attended *Called to Serve©*, participation in a *Protecting God's Children for Adults™* workshop is required within six (6) months of leaving high school in order to work or volunteer assignment that involves children.