


<b>Name of Policy:</b> <u>Orientation &amp; Continuing Education for Volunteers</u> <b>Policy Number:</b> 3364-103-PC-04 <b>Department:</b> Service Excellence - Pastoral Care <b>Approving Officer:</b> Chief Experience Officer <b>Responsible Agent:</b> Spiritual Support Manager <b>Scope:</b> UTMC Pastoral Care	  <b>Effective Date:</b> 10-4-2019 Initial Effective Date: 4/10/1989				
<table> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/> Major revision of existing policy</td> <td><input checked="" type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy	<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy
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### (A) Policy Statement

Service Excellence Department and Pastoral Care shall utilize volunteers, both clergy and laity, to supplement the chaplaincy program for the purpose of providing emotional and spiritual support to patients and families. Volunteers will be under the direction of the Manager of Pastoral Care.

### (B) Purpose of Policy

To provide guidelines concerning volunteers working in the and Pastoral Care Department to ensure they receive the necessary and appropriate orientation.

### (C) Procedure

All potential volunteers for the Pastoral Care Department shall obtain approval of the department manager before completing the Volunteer application and orientation process. Upon completion of this process volunteers will receive department specific training and supervision of department manager.

Volunteers shall be assigned to and trained for one of the following areas:

1. New Admission Visitors
2. Eucharistic Ministers
3. Worship Service Providers
4. Clerical Workers

<b>Approved by:</b>  /s/ _____ Mario Toussaint Chief Experience Officer  <i>Review/Revision Completed By:</i> Dan Deeter	<b>Review/Revision Date:</b> 4/1990      08/17/2018 4/2001      10/4/2019 6/2002 1/2005 10/2006 8/15/2008 10/29/2012 10/23/2015  <b>Next Review Date:</b> 10/4/2022
<b>Policies Superseded by This Policy:</b> PC-04	

*It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.*