


Name of Policy: Orientation & Continuing Education for Volunteers Policy Number: 3364-103-PC-04 Approving Officer: Chief Executive Officer Responsible Agent: Spiritual Support Manager Scope: University of Toledo Medical Center		 Effective date: 2/13/2025 Original effective date: 4/1989	
Key words: Orientation, Education, Volunteers, Pastoral Care, Clergy			
	New policy proposal		Minor/technical revision of existing policy
	Major revision of existing policy	X	Reaffirmation of existing policy

(A) Policy statement

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

- (1) 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.
- (2) Volunteers shall be assigned to and trained for one of the following areas:
 - (a) New Admission Visitors
 - (b) Eucharistic Ministers
 - (c) Worship Service Providers
 - (d) Clerical Workers

<p>Approved by:</p> <p>/s/</p> <hr/> <p>Daniel Barbee Chief Executive Officer</p> <p>2/13/2025</p> <hr/> <p>Date</p> <p>/s/</p> <hr/> <p>Dan Deeter Spiritual Support Manager</p> <p>1/31/2025</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by: Spiritual Support Manager</i></p>	<p>Policies Superseded by This Policy:</p> <p>Initial effective date: 4/1989</p> <p>All Review/Revision Dates: 4/1990 4/2001 6/2002 1/2005 10/2006 8/15/2008 10/29/2012 10/23/2015 08/17/2018 10/4/2019 07/26/2023 2/13/2025</p> <p>Next review date: 2/13/2028</p>
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