St. Andrew the Apostle Roman Catholic Parish

800 Taylor Drive

Sierra Vista, AZ 85635

Ph: 520-458-2925; Fax: 520-452-0235



**How to apply for a volunteer position at St. Andrew the Apostle:**

**All volunteers must be registered as a parishioner** and have spoken to the person in charge of the desired ministry. Per diocesan guidelines, every volunteer needs to be fingerprinted. We need to do a background check (and/or credit check) for each volunteer and employee, you can call the Bisbee Jail (520)432-7540 and make an appointment with them or go to the Cochise County Sheriff’s Office but you will first need to stop by the parish office and pick up a fingerprint card. You will need to fill out the application online, and once you have been approved by the diocese and Catholic Mutual Group (CMG), then you can begin training and start volunteering in your ministry. You *cannot* begin volunteer work until all paperwork has been completed and you have been approved by the diocese. To apply online:

1. Log on to the diocesan website [www.diocesetucson.org](http://www.diocesetucson.org).
2. Scroll all the way down and click on the *Employment* tab in the yellow box, and then to *Jobs and Volunteer Opportunities.*
3. Scroll down to *Parish Volunteer Opportunities* and look for *St. Andrew the Apostle Parish, Sierra Vista, AZ*.
4. Click on the *volunteer tab* on the left side of the parish name.
5. Click on *Apply for this position*.
6. This will bring you directly to the *Volunteer* application form. Fill out the application completely.
7. Please **make sure to fill in the position you are applying for, and be specific, i.e. Eucharistic Minister, SVDP case worker, Life Teen, Faith Formation, etc**, or your application may be rejected, and you will need to reapply. Make sure you give us **three good references (no immediate family, or me, Lupita Terán, please)**. We **will** call them; the application will not be processed until we have contacted all 3 references. Again, please give us references who are ***not immediate relatives*** of yours, or me (Lupita). After the background check is requested, you will be receiving an email from Catholic Mutual Group (CMG) to complete the required training. You ***will have 7 days in which to do this***; otherwise, you may be rejected and may need to reapply. Please check your email boxes (including the trash bin) regularly for this.
8. Upon approval, you can begin training, and then you can begin volunteering.

Thank you very much for applying, and for considering being a volunteer at St. Andrew the Apostle Parish.

Lupita Terán

Compliance Officer April 12, 2023