



## Diocesan Central Council of Greensburg Society of St Vincent de Paul

### Guidelines for conducting the initial discussion with a prospective volunteer or candidate for membership in the Society of St Vincent de Paul

This is not an interview for a job, but instead a conversation to assess what is behind the candidate's wishes to volunteer. More to the point – when complete, "Do you find the candidate someone who will be willing to work with others to carry out the Mission of our Society?"

Once you have finished the discussion, document your recommendation on the report form (**page 3 of this guidance document**) and forward your recommendation to the Council office.

The discussion should always begin with the following statement:

As a volunteer with a conference, at a food pantry or in one of our stores, you must obtain clearances that meet the state requirements for volunteers having contact with children or vulnerable adults. Will you be willing to agree to fingerprinting, a background check and sit for training sessions related to understanding and identifying the current dangers to children and vulnerable adults by persons who prey on those individuals?

**[At this point in the discussion you should have a copy of the DCCG policy, and point out the requirements sections, which are different for a person volunteering for a special work taking place on or in a Diocesan Entity vs volunteering at a DCCG thrift store.]**

If they agree – then continue. If they do not agree, then thank them and explain that in accordance with state law, diocese policy and council policy, unless they agree to obtaining clearances, they are not allowed to volunteer under the Society of St Vincent de Paul.

Below are some questions or discussion topics from which to select, when conducting your assessment of the new volunteer candidate.

- How did you hear about The Society of St Vincent de Paul?

Are you aware that our volunteer members – known as Vincentians – are women and men who are compelled by our Catholic Christian faith to serve those who are needy and suffering? Did you know that non-Catholics are invited to join as a volunteer or associate member?



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- What do you know about The Society of St Vincent de Paul?

The Society of St. Vincent de Paul USA is a Catholic lay organization composed of women and men who seek personal holiness through works of charity. We join together to grow spiritually by offering person-to-person service to neighbors in need. In this essential way, the Society differs from organizations whose principal objective is not the spiritual advancement of their members but the doing of good for someone else.

- Are you prepared to support our our mission?

A network of friends, inspired by Gospel values, growing in holiness and building a more just world through personal relationships with and service to people in need.

- Why are you interested in volunteering at our [Food Pantry – Store – Conference]?

- How often could we plan your volunteer time?

- How long do you plan on volunteering with the Society of St Vincent de Paul?

Upon completion of your discussion, evaluate the individuals' request to volunteer or become a candidate for acceptance into the membership of the Society of St. Vincent de Paul.

- If you recommend the Candidate for Associate or Active Membership within the Society:  
The candidate must complete the Diocese clearance requirements.  
Refer to the [NEW MEMBER ADMISSION PROCESS](#) for further guidance in preparing the candidate for membership.
- If you recommend the Candidate to serve as a volunteer that takes place at a Diocesan Entity:  
The Candidate must complete the Diocese clearance requirements.
- If you recommend the Candidate to serve as a volunteer at a Thrift Store:  
The Candidate must complete the applicable clearance requirements for a thrift store volunteer as noted in the DCCG policy for [Safeguarding and Protecting Children and Vulnerable People](#).

**Document your recommendation on the report form (*page 3 of this guidance document*) and forward your recommendation to the Council office.**



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This is a report on the results of a discussion with a prospective volunteer or a candidate for membership in the Society of St Vincent de Paul, held on [Date] \_\_\_\_\_  
at [Time] \_\_\_\_\_

Prospective Volunteer/Candidate (first and last name): \_\_\_\_\_

Name of Vincentian facilitating the discussion: \_\_\_\_\_

Results of the discussion with the individual (check the appropriate box)

Accept the Volunteer

- Thrift Store
- Food pantry
- Other (please state) \_\_\_\_\_

Accept the Candidate for Membership

- Active Member
- Associate Member

- Do **NOT** accept the Volunteer (provide a valid reason for not recommending)
- Do **NOT** accept the Candidate for Membership (provide a valid reason for not recommending)

Comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_