



# VOLUNTEER GUIDLINES

[stpaulsmonastery.org](http://stpaulsmonastery.org)





# Welcome!

We extend to you a warm welcome to the gift-based ministry of St. Paul's Monastery. As a volunteer, you are part of the extended family of our Benedictine Community as you minister to others in the spirit of St. Benedict. How grateful we are to have you join us in helping to increase the quality of life for our Sisters and those to whom we minister. As you serve in a variety of ways, you will enrich the lives of others and find a new dimension added to your own life. We hope your experience with us will be positive, life-giving and mutually beneficial. This handbook is intended as a guide as you minister with us. Whatever your duties, your presence and tasks are important. May God reward your generosity and fill you with every blessing.





## Goals for Volunteers

- 1** To enhance the quality of life for our Sisters and those to whom they minister.
- 2** To serve as an outreach opportunity by inviting them to participate in our Benedictine charism of hospitality.
- 3** To enrich the personal lives of volunteers and sisters by providing a setting in which relationships can be cultivated and lives enriched.
- 4** To affirm and nurture the unique interests, skills and creative talents of volunteers and those they serve by providing opportunities for mutual sharing of gifts.



# GOALS





## Admission to the Volunteer Program

Adults, as well as young people, are encouraged to be a part of the volunteer program at the monastery, but anyone under the age of sixteen needs to be accompanied and supervised by an adult. Although volunteers need not be of the Catholic faith to serve at St. Paul's Monastery, they are expected to respect and uphold the values of the sisters as they visit and work with them. Benedictines strive to live by Gospel ideals.

- A candidate for the volunteer program completes an information form and is interviewed by the Volunteer Coordinator.
- Specific placement in a position is decided through mutual agreement between the Volunteer Coordinator and the prospective volunteer.
- Volunteers are under the direction of the department supervisor.

## Contact Information

Sister Linda Soler, OSB  
Sub-Prioress  
651-777-8181, Ext 155

Jason Wittak  
Mission Advancement  
Events & Volunteer Coordinator  
651-777-8181, Ext 409



# ADMISSION





## **Background Checks**

All volunteers will be asked to submit to a background check.

All required background checks must be completed and clearance given to the Human Resource office prior to beginning the orientation process.

## **Checking In/Out Procedures**

Upon arrival and departure, sign in on the volunteer sign-in sheet at the main reception desk.

## **Privacy and Confidentiality**

All volunteers will be asked to sign a confidentiality agreement. To respect the privacy of the sisters, do not repeat outside the Monastery anything you hear or see of a personal nature.

## **Insurance**

Any accident or injury which occurs while serving as a volunteer should be reported immediately to the department head. Volunteers are not covered by St. Paul's Monastery or by Workers' Compensation Insurance.

# **ADDITIONAL INFORMATION**



## **Safety Procedures**

Smoking is not permitted in the Monastery.

### **Health Care Guidelines:**

Before taking a sister outdoors for a walk or a ride in her wheelchair, check with the nurse to make sure the sister is feeling well enough or is not scheduled for physical therapy, a bath, or other personal needs.

Since some of the sisters have special dietary needs, please check with the nurse or the director before bringing food.

For your own safety and that of the sisters, avoid walking on a floor that is still wet from mopping.

Please do not clean up any bodily fluids or chemicals. Report them to a staff person. Report any potential hazards to the nurse at the nurses' station.

Even if a sister-patient requests that you loosen her restraining belt or provide any personal service, do not do so, but seek help from a staff person.

Never try to move a sister who may have fallen. Any emergency or accident involving a sister or yourself must be reported to the department head immediately.

## **Recognition**

Volunteers are always welcome to join the sisters for prayer in the chapel. Volunteers will be recognized and affirmed by personal contact with the Volunteer Coordinator and will be invited to an annual recognition event.

# **ADDITIONAL INFORMATION**





ST. PAUL'S  
MONASTERY

2675 Benet Road

St. Paul, MN 55109-4808