



OUR LADY OF THE MIRACULOUS MEDAL

12175 Stringfellow Road, Bokeelia, Florida 33922-2877

Website: www.miraculousmedalch.org Telephone: 239-283-0456

November 11, 2020

To All Our Lady of Miraculous Medal (OLMM) Volunteers,

We want to thank all of you for volunteering your time and experience to OLMM. It is through your efforts that our parish flourishes and we hope you will continue to support us going forward.

This letter is to advise you that the diocese is in the process of implementing a computer software program which will allow each parish to better ensure the safety of their volunteers." The program is known as 'Volgistics' and it is a method by which we can track who is on Church grounds, when and where. This will greatly assist us in informing volunteers on site of any impending issues, such as the advance of a hurricane, or to contact your loved ones in case any volunteer is hurt while on site. It also will allow for greater control of our communication while on site but also via improved email communication.

The program will be accessed on site through kiosks established in the Church and Office to allow for easier sign-in and sign-out. To start with, each volunteer will be asked to complete a volunteer application which will be sent to 'Volgistics' so we will be able to transfer that data to the volunteer files and assign you with the volunteer roles you currently perform. This application can be reached through your home computer, so you do not have to come to the office to complete the application. **To start, copy and paste the following: volunteerapplication.dioceseofvenice.org into your WEB browser and then search. This will take you directly to the application. All existing volunteers need to complete this application.**

Once the registration is completed (target = 12/1/20), the details of the volunteer database are established in the computer system and the kiosks are in place (goal to be completed by 12/30/20), then beginning January 2021, each volunteer will access the kiosk to sign-in and sign-out using their PIN (number assigned to each volunteer).

EXAMPLE: Diane arrives at 10:15 AM goes to the church kiosk, enters her PIN and answers the questions presented on the screen.

Detail instructions are listed below:

- 1) Complete the application starting with 'Contact Information'
- 2) Enter your email address
- 3) Complete the Demographics fields
- 4) Complete the Emergency contact information
- 5) Check all appropriate boxes for skills and experience, if you check other, please provide detailed information regarding the skill and experience



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- 6) Please complete the Availability section to the best of your ability for a start and end time of your availability for each day and a start and end time for the month day and year.
- 7) Please scroll down to find Our Lady of Miraculous Medal in Bokeelia and select that box.
- 8) Read the section addressing Confidentiality and the section regarding SAFE Environment and the Contact information for volunteers.
- 9) Check the box that you agree and hit continue. This will complete your application submission.

Attached to this email are the various policies and procedures. Please read each of these and sign where appropriate. Return those signed documents to the Parish office. For the Code of Pastoral Conduct, just print your name and sign the first page and return it, since there is no place for you to apply your signature.

Thank you for your assistance with this project.

Blessings,

Fr. Jacek ☺

Rev. Jacek Mazur
Pastor