**APPLICATION AND WAIVER AND RELEASE**

**POLICY AND PROCEDURES**

**FOR**

**RCWP-USA MEMBERS**

**Updated 12.14.17 (8-6-18)**

**APPLICATION**

**Applicants to RCWP-USA**

The following procedures are part of the initial Application Process.

Program Coordinator and/or the Regional Designee:

Send the RCWP-USA Application and the Praesidium Background Check Disclosure Authorization Form to the Applicant and instruct them to do the following:

**Applicant:**

**1. Complete Application and Email to Program Coordinator:**

 **Name of PC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(name and email)

**2. Email copy of Application for Master-list to:**

**Suz Thiel**

**suzthiel@yahoo.com**

**3. Complete Praesidium Authorization and Mail form and $75.00**

**(check made out to RCWP-USA) to:**

**RCWP-USA**

**PO Box 26402**

**St. Louis Park, MN 55426**

**Updated 8-6-18**



**APPLICATION**

**Roman Catholic Womenpriests-USA, Inc.**

There are three parts to the initial Application Process. See Directions at the end of this Application.

After these steps have been completed you will be helped through the additional steps of the application process by the Preparation Program team before you are admitted as a Candidate.

**Full Name** (first, middle, last)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I need to be Catacomb (confidential)—My Catacomb Name and email are:**

**CATACOMB NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CATACOMB EMAIL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(I understand that as a catacomb applicant my personal information will be kept confidential and my catacomb name and email will be used during my preparation program until I indicate differently.)*

**Street Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Place of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Regional Affiliation\_\_\_\_East\_\_\_West\_\_\_Midwest\_\_\_Great Waters\_\_\_South**

**Required Releases (please initial)**

I understand that my affiliation with Roman Catholic Womenpriests-USA, Inc. may put me at risk with any affiliation I may have with a Roman Catholic diocese. \_\_\_\_\_\_\_

I understand that my individual ministries are separate and independent of RCWP-USA, Inc. and that Roman Catholic Womenpriests-USA, Inc. disclaims any responsibility for the operation or oversight of my ministries. \_\_\_\_\_\_\_

**Updated 8-6-18**

**Roman Catholic Womenpriests-USA Application Cont -2-**

**Required Releases Cont.**

I give my permission to Roman Catholic Womenpriests-USA, Inc. to release all of the above

personal information to the RCWP-USA leadership and the Preparation Program team members for their use in the day-to-day operations of RCWP-USA, Inc. (Catacomb Candidates: If a pseudonym (catacomb name) is used, my official name will be held in confidence.) \_\_\_\_\_\_\_\_

I understand that my Program of Preparation is a discernment process for me and for the RCWP-USA regional leadership in order to determine my suitability and readiness for ordination. I

further understand that at no time am I guaranteed ordination to the Roman Catholic diaconate

and/or priesthood by RCWP-USA bishops. \_\_\_\_\_\_\_

I consent to the exchange of information provided by all persons, institutions, licensing agencies, federal and state governmental bodies with which I have been associated that are material to evaluating and monitoring my professional practices, qualifications, competencies, ethics and morality. I further understand that such information may be shared with my RCWP Regional Preparation Program Team, and if deemed necessary, exchanged with other representatives of RCWP-USA, Inc., including its Board of Directors. I also understand that RCWP-USA, Inc. will rely upon all information collected during my application process, as well as the units of study completed during my Program of Preparation and Discernment to assess my readiness for ordination, both to the diaconate and to the priesthood.\_\_\_\_\_\_\_\_

**Please answer Yes or No to the following questions:**

1. Have you ever been convicted of or charged with a crime (other than a misdemeanor or minor traffic infraction) in any state or country, the disposition of which was other than acquittal or dismissal? Yes\_\_\_\_\_ No\_\_\_\_
2. Has any certifying or licensing board or professional ethics body in any state or country ever required you to surrender your license or certificate or found you guilty of a violation of ethics codes, professional misconduct, unprofessional conduct, incompetence or negligence (including alternative dispute resolution cases)? Yes\_\_\_\_\_ No\_\_\_\_
3. Are there any complaints, charges or investigations by any certifying or licensing board or professional ethics body pending against you in any state or country for violation of ethics codes, professional misconduct, unprofessional conduct, incompetence or negligence (including alternative dispute resolution cases)? Yes\_\_\_\_\_ No\_\_\_\_
4. Have you ever had any insurance company decline, cancel, refuse to renew or accept only on special terms any professional liability insurance? Yes\_\_\_\_\_ No\_\_\_\_
5. Has any professional liability claim or suit ever been made against you (including alternative dispute resolution cases)? Yes\_\_\_\_\_ No\_\_\_\_

6. Are there any circumstances of which you are aware that may result in any professional liability claim or suit being made against you (including alternative dispute resolution cases)? Yes\_\_\_\_\_ No\_\_\_\_

**Updated 8-6-18**

**Roman Catholic Womenpriests-USA Application Cont -3-**

7. Have you ever been accused of sexual misconduct or sexual abuse with any minor child or your current or former clients, including but not limited to, spiritual direction clients, mental health clients, or any other persons with whom you have had a professional, pastoral or other similar relationship of confidence and trust, or with any current or former client’s spouse or with any person in a close personal relationship to the client or former client (for example, a guardian, blood relative or the client or spouse of any person sharing the client's domicile)? *For purposes of this inquiry, “client” shall include, but is not limited to, persons with whom you have or have had, at any time, any professional, or any other pastoral relationship.*
Yes\_\_\_\_\_ No\_\_\_\_

**If you have answered yes to any of the above questions, please attach documentation including the final disposition.**

**RELEASE OF INFORMATION**

Roman Catholic Womenpriests-USA, Inc. neither assumes nor accepts responsibility for the actions and practices, nor for the results there from, of any of its applicants. The applicant hereby represents that to the best of her (his) knowledge the statements set forth herein are true. If the information supplied herein changes at any time the applicant agrees to immediately notify the leadership of RCWP-USA of the changes so that at all times RCWP-USA will have accurate and current information.

I recognize that my initial application to Roman Catholic Womenpriests-USA, Inc. is based on the above representations, and my signature below indicates my understanding of and agreement to the releases and standards stated in this Application.

**I AGREE TO THESE RELEASES**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (please print):

Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

**Directions for Completing the Application**

**Applicant:**

**1. Complete Application and Email to Program Coordinator:**

 **Name of PC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(name and email)

**2. Email copy of Application for Master-list to:**

**Suz Thiel suzthiel@yahoo.com**

**3. Complete Praesidium Authorization and Mail form and $75.00**

**(check made out to RCWP-USA) to:**

**RCWP-USA**

**PO Box 26402**

**St. Louis Park, MN 55426**

**Updated 8-6-18**

**WAIVER AND RELEASE POLICY AND PROCEDURES CONT.**

**WAIVER AND RELEASE**

**Applicants Approved for Candidacy to RCWP-USA**

The following procedures are followed after an applicant has been approved for Candidacy.

**Program Coordinator:** After the applicant has been approved for candidacy, the Program Coordinator sends the RCWP-USA **Waiver and Release** form and the **Signature** **Agreement to the Constitution and Code of Ethics** form to the applicant and instructs them to do the following:

**Applicant approved for Candidacy:**

1. Complete the Waiver and Release form and sign the Signature Agreement regarding the Constitution and Code of Ethics.
2. Email a completed copy of the Waiver and Release to Suzanne Thiel at suzthiel@yahoo.com  **and**  Pat Sandall at patsysandall@yahoo.com

3. Mail a signed copy of the Waiver and Release **and** the Signature Agreement regarding the Constitution and Code of Ethics to the Program Coordinator to be put in the Candidate’s permanent file. **The date on the signed Waiver and Release is the date of the new Candidate’s membership in RCWP-USA.**

**Updated 12.14.1**



**WAIVER AND RELEASE OF INFORMATION**

**Roman Catholic Womenpriests-USA, Inc.**

There are two additional steps to the final process to become a RCWP-USA Candidate:

1. Complete this Waiver and Release and email to the persons as indicated in the Directions on page 3.
2. Sign the RCWP-USA Constitution and Code or Ethics Signature Agreement and send with this Waiver and Release form to the Program Coordinator as indicated in the Directions on page 3.

**Full Name** (first, middle, last**)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I need to be Catacomb (confidential)—My Catacomb name and email are:**

**CATACOMB NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CATACOMB EMAIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(I understand that as a catacomb my personal information will be kept confidential and my catacomb name and email will be used during my preparation program until I indicate differently.)*

**Street Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Place of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Regional Affiliation:\_\_\_\_East\_\_\_West\_\_\_Midwest\_\_\_Great Waters\_\_\_South**

**Required Releases (please initial)**

I understand that my affiliation with Roman Catholic Womenpriests-USA, Inc. may put me at risk with any affiliation I may have with a Roman Catholic diocese. \_\_\_\_\_\_\_

I understand that my individual ministries are separate and independent of RCWP-USA, Inc. and that Roman Catholic Womenpriests-USA, Inc. disclaims any responsibility for the operation or oversight of my ministries. \_\_\_\_\_

**Updated 12.14.17**

**Roman Catholic Womenpriests-USA Waiver and Release Cont -2-**

**Required Releases Cont.**

I give my permission to Roman Catholic Womenpriests-USA, Inc. to release all of the above

personal information to RCWP-USA leadership and the Preparation Program team members for their use in the day-to-day operations of RCWP-USA, Inc. (Catacomb Candidates: If a pseudonym (catacomb name) is used, my official name will be held in confidence.) \_\_\_\_\_\_\_\_

I give my permission to have my name and email address placed on the **RCWP Business List at Googlegroups** (emails for business communication with RCWP-USA members).

(If I am a catacomb candidate my catacomb name and email will be used.)\_\_\_\_\_\_\_

I give my permission to have my name and email placed on the **RCWP Chat List** **at Yahoogroups** (emails for news, discussions and chats with members of RCWP-USA, Association of Roman Catholic Women Priests, RCWP-Canada East, RCWP-Canada West, RCWP-Europe West, and Weiheämter für Frauen in der Römisch Katholischen Kirche.)**\*\*\*Optional**\_\_\_\_\_\_

I understand that I am invited onto the Chat and/or Business lists to communicate with respectful and courteous language at all times, recognizing that the views of other members may be different than my own. \_\_\_\_\_\_\_\_

I give my permission to have my name and email placed on the **RCWP Action Network**

(The Action Network are members who respond to social justice issues---individuals’ names are not published to the media.)\_\_\_\_\_\_

I give my permission to Roman Catholic Womenpriests-USA, Inc. to release the above personal information to the general membership through the **RCWP Worldwide Directory** and I understand that the Directory is confidential and not to be shared with anyone outside of the international Roman Catholic Womenpriests movement.(If I am a catacomb candidate my catacomb name and email will be used.)**\*\*\*Optional**\_\_\_\_\_\_\_\_

I give my permission to Roman Catholic Womenpriests-USA, Inc. to use my name and likeness in photographs, video or audio in any and all of its publications and other promotional materials, including but not limited to the RCWP-USA website, Facebook entries, social media posts, displays, and printed materials, without compensation or payment. \*\*\***Optional**\_\_\_\_\_\_\_\_

**For Catacomb Members**: I will need to have my image protected until such time as I have reclaimed my name and identity. \_\_\_\_\_\_

I understand that the RCWP-USA name and the RCWP-USA Logo are not to be used in reference to my individual ministries, ministerial events, or on business cards and or in advertisements, referring to my ministries per se*.* \_\_\_\_\_\_

It is acceptable for an RCWP-USA member to advertise saying something to the effect that “Mary Jane Doe is a Roman Catholic Womenpriest who will preside at mass at St. Praxedes Catholic Community.” It is *not* acceptable for St. Praxedes Catholic Community to be advertised as “St. Praxedes a Roman Catholic Womenpriest-USA Community.” Thus, the RCWP-USA logo and name are not to be used in reference to an individual’s ministry, ministerial event, or in advertisements referring to the ministry per se.

I understand that I may not sign contracts or represent RCWP-USA, Inc. without the approval of the Board of Directors and/or my regional administrator. \_\_\_\_\_\_

**Updated 12.14.17**

**Roman Catholic Womenpriests-USA Waiver and Release Cont -3-**

**Required Releases Cont.**

I understand that my Program of Preparation is a discernment process for me and for the RCWP-USA regional leadership in order to determine my suitability and readiness for ordination. I

further understand that at no time am I guaranteed ordination to the Roman Catholic diaconate

and/or priesthood by RCWP-USA bishops. \_\_\_\_\_\_

**RELEASES OF INFORMATION**

Roman Catholic Womenpriests-USA, Inc. neither assumes nor accepts responsibility for the actions and practices, nor for the results there from, of any of its applicants. The applicant hereby represents that to the best of her (his) knowledge the statements set forth herein are true. If the information supplied herein changes at any time the applicant agrees to immediately notify the leadership of RCWP-USA of the changes so that at all times RCWP-USA will have accurate and current information.

I recognize that my candidacy and continued participation with Roman Catholic Womenpriests-USA, Inc. is based on the above representations and my signature below indicates my understanding of and agreement to the releases and standards stated in this Waiver and Release.

**I AGREE TO THESE RELEASES**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (please print):

Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

**Directions for Completing the Waiver and Release Form**

1. Email a copy of this completed **Waiver and Release** to Suzanne Thiel at

 suzthiel@yahoo.com and Pat Sandall at patsysandall@yahoo.com

1. Mail a copy of this signed **Waiver and Release** and a signed copy of the **RCWP-USA Constitution and Code of Ethics Signature Agreement** to your Program Coordinator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Re: Catacomb (Confidential) Members**: At any time if a member wishes to rescind their catacomb status, a new Waiver/Release Form will need to be completed and the above steps followed again. \*Being on the Chat-list is optional and not required in order to be in the Directory or counted in statistical information.

**Updated 12.14.17**



**SIGNATURE AGREEMENT**

 **CONSTITUTION AND CODE OF ETHICS**

 **ADMITTANCE TO CANDIDACY**

**Roman Catholic Womenpriests-USA, Inc.**

On this day, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,**

(date)

I, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,**

(print name)

indicate, by affixing my signature hereto, that I will abide to follow the Constitution of Roman Catholic Womenpriests-USA, Inc., which was ratified on April 2, 2012.

I understand that I am responsible to follow the Code of Ethics in Section 12 of this Constitution and that my membership in Roman Catholic Womenpriests-USA, Inc. is subject to my adherence to the principles in this Code.

Corrective action by my Regional Leadership Team and/or the Board of Directors Circle may be taken in various forms, from verbal and/or written counsel up to and including removal from membership in RCWP-USA.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

**Directions for Completing the Signature Agreement**

Mail a copy of this signed **Signature Agreement** with your **Waiver and Release** to your Program Coordinator.

**Updated 12.14.17**

**WAIVER AND RELEASE POLICY AND PROCEDURES CONT.**

**WAIVER AND RELEASE FORM**

**FOR**

**ARCWP and INTERNATIONAL MEMBERS**

**Roman Catholic Womenpriests-USA**

*In order for an ARCWP and/or international member to be counted in Statistical Information for the media, be included in the RCWP Worldwide Directory and be part of the Chat-list\* the following procedures are completed.*

**Association of Roman Catholic Women Priests and International Members**

After one is approved for candidacy the following procedures are completed.

**Administrator/Program Coordinator or Designee:** Sends the

**ARCWP and International Waiver/Release Form** to the Applicant and instructs them to do the following:

**Applicant Approved for Candidacy (in Canada after the Candidate is approved for Diaconate)**

Complete the ARCWP and International Waiver/Release Form and sends a copy of the form to the following:

 1. Email to Suz Thiel suzthiel@yahoo.com

 (Maintains Master-list/statistics for the media, etc. and works with archivists)

 2. Email to Pat Sandall  patsysandall@yahoo.com

 (Maintains RCWP Chat-list)

**Re: Catacomb (Confidential) Members**: At any time if a member wishes to rescind their catacomb status, a new Waiver/Release Form will need to be completed and the above steps followed again. \*Being on the Chat-list is optional and not required in order to be in the Directory or counted in statistical information.

**Updated 12.14.17**



**ARCWP and INTERNATIONAL**

**WAIVER AND RELEASE OF INFORMATION**

**Roman Catholic Womenpriests-USA, Inc.**

**Members of the Association of Roman Catholic Women Priests,
RCWP-Canada West, RCWP-Canada East, RCWP-Europe-West, and Weiheämter für Frauen in der Römisch Katholischen Kirche)**

**Full Name** (first, middle, last)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I need to be Catacomb (confidential)—My Catacomb Name and email are:**

**CATACOMB NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CATACOMB EMAIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(I understand that as a catacomb my personal information will be kept confidential and my catacomb name and email will be used until I indicate differently.)*

**Street Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State/Country\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_**

**Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Place of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Regional Affiliation:\_\_\_\_ARCWP\_\_\_\_Canada-West\_\_\_\_Canada-East**

**\_\_\_\_Europe-West\_\_\_\_Weiheamter fur Frauen**

**Required Releases (please initial)**

I understand that my affiliation with Roman Catholic Womenpriests-USA, Inc. may put me at risk with any affiliation I may have with a Roman Catholic diocese. \_\_\_\_\_\_\_

I understand that my individual ministries are separate and independent of RCWP-USA, Inc. and that Roman Catholic Womenpriests-USA, Inc. disclaims any responsibility for the operation or oversight of my ministries. \_\_\_\_\_

**Updated 12.14.17**

**Roman Catholic Womenpriests-USA Waiver and Release for ARCWP and International Members Cont -2-**

I give my permission to Roman Catholic Womenpriests-USA, Inc. to release all of the above personal information to the worldwide RCWP leadership for statistical data. (Catacomb members: If a pseudonym is used, my true name will be held in confidence.) \_\_\_\_\_\_\_\_

I give my permission to have my name and email placed on the **RCWP Chat List at Yahoogroups** (emails for news, discussions and chats with members of RCWP-USA, Association of Roman Catholic Women Priests, RCWP-Canada East, RCWP-Canada West, RCWP-Europe West, **and** Weiheämter für Frauen in der Römisch Katholischen Kirche**\*\*\*Optional\_\_\_\_\_\_**

I understand that I am invited onto the Chat list to communicate with respectful and courteous language at all times, recognizing that the views of other members may be different than my own. \_\_\_\_\_\_\_\_

I give my permission to Roman Catholic Womenpriests-USA, Inc. to release the above personal information to the general membership through the **RCWP Worldwide Directory** and I understand that the Directory is confidential and not to be shared with anyone outside of the international Roman Catholic Womenpriests movement.(If I am a catacomb candidate my catacomb name and email will be used.)**\*\*\*Optional**\_\_\_\_\_\_\_\_

**RELEASES OF INFORMATION**

Roman Catholic Womenpriests-USA, Inc. neither assumes nor accepts responsibility for the actions and practices, nor for the results there from, of any of its applicants. The applicant/member hereby represents that to the best of her (his) knowledge the statements set forth herein are true. If the information supplied herein changes at any time the applicant agrees to immediately notify the leadership of RCWP-USA of the changes so that at all times RCWP-USA will have accurate and current information.

I recognize that my continued participation with Roman Catholic Womenpriests-USA, Inc. is based on the above representations, and my signature below indicates my understanding of and agreement to the releases and standards stated in this Waiver and Release form.

**I AGREE TO THESE RELEASES**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (please print):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: Date:

**Directions for Completing the ARCWP and International Waiver and Release Form**

Email a copy of this **Waiver and Release** to Suzanne Thiel at suzthiel@yahoo.com

and Pat Sandall at patsysandall@yahoo.com

Re: Change in Catacomb status, a new Waiver/Release Form will need to be completed and the above steps followed again. \*Being on the Chat-list is optional and not required in order to be in the Directory or counted in statistical information. **Updated 12.14.17**

**WAIVER AND RELEASE POLICY AND PROCEDURES CONT.**

**WAIVER AND RELEASE FORM**

**FOR**

**AUXILIARY SUPPORT MEMBERS and VOLUNTEERS**

**Roman Catholic Womenpriests-USA**

**AUXILIARY SUPPORT MEMBERS and VOLUNTEERS**

**(Auxiliary Support Members or Significant Volunteers (non-ordained) are those who work closely with the members and the Board of Directors regarding the day-to-day operations of the organization.)**

*In order to maintain confidentiality regarding the Roman Catholic Womenpriests, auxiliary support members and significant volunteers who work closely with members and the Board regarding day-to-day operations of the organization are required to complete the Waiver and Release form for Volunteers.*

*In order for a support member or volunteer to be included in the RCWP Worldwide Directory, be counted in Statistical Information for the media and be part of the Business and Chat-lists complete the following procedures.*

**Auxiliary Support Member or Volunteer**

After a non-ordained person is approved for volunteer work with RCWP-USA, Inc. the following procedures are completed.

**Administrator:** Sends the **Auxiliary** **Support Member and Volunteer Waiver and Release and the Praesidium Disclosure Authorization Form** to the person wishing to volunteer with the organization and instructs them to do the following:

**Auxiliary Support Member or Volunteer:**

1. Complete the Waiver and the Praesidium Disclosure Authorization form.

2. Send the Waiver to the administrator who sent you the form.

3. Send a copy of the completed Waiver to:

Suzanne Thiel suzthiel@yahoo.com

 (Suz maintains the Master-list/statistics for the media, etc. and works with the archivist) and also email to

Pat Sandall patsysandall@yahoo.com (Pat maintains the Business and Chat lists and Directory)

4. Send the Praesidium Background Disclosure Authorization form to:

Josie Petermeier

2211 Lousiana Ave. S. St. Louis Park , MN 55426

(Josie runs the background checks)

**Re: Catacomb (Confidential) Volunteers**: At any time if a support member or volunteer wishes to rescind their catacomb status, a new Waiver/Release Form will need to be completed and the above steps followed again. \*Being on the Chat-list is optional and not required in order to be in the Directory or counted in statistical information.

 **Updated 12.14.17**



**Waiver and Release of Information and Confidentiality Agreement**

**Auxiliary Support Members and Volunteers**

**Roman Catholic Womenpriests-USA, Inc.**

**Full Name (first, middle, last):**

**I need to be Catacomb (confidential)—My Catacomb Name and email are:**

**CATACOMB NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CATACOMB EMAIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(I understand that as a catacomb my personal information will be kept confidential and my catacomb name and email will be used until I indicate differently.)*

**Street Address:**

**City:** **State:** **Zip:**

**Home Phone: Cell:**

**Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth:**

**Confidentiality Agreement**

(please initial)

**I understand that my affiliation with Roman Catholic Womenpriests-USA, Inc. may put me at risk with any affiliation I may have with a Roman Catholic diocese. \_\_\_\_\_\_\_**

I will maintain confidentiality related to my work as a volunteer with Roman Catholic Womenpriests-USA, Inc., and understand I am obligated to exercise a standard of care that a prudent individual would use in caring for his/her own proprietary information.\_\_\_\_\_\_\_

I understand that all information regarding RCWP members, applicants, and the RCWP-USA, Inc. organization, of which I may become aware in the course of my work as a support member/volunteer with RCWP-USA, Inc., is to be kept strictly confidential. \_\_\_\_\_\_\_\_

I understand that I am not to share or discuss any information regarding RCWP members, applicants, and the RCWP-USA, Inc. organization, of which I may become aware in the course of my work as a auxiliary support member/volunteer with RCWP-USA, Inc., with any third-party persons outside of the RCWP-USA, Inc. community.\_\_\_\_\_\_\_\_

Confidential information includes but is not limited to:

* Personal information regarding RCWP-USA members and applicants
* Corporate financial records
* Organizational strategy and planning **Updated 12.14.17**

**Roman Catholic Womenpriests-USA Waiver-Support Members and Volunteers Cont-2-**

* Pastoral information regarding members and their worshiping communities.

***To further clarify, while the volunteer is obligated to hold confidential all information, as described above, secured during the course of working as a volunteer in RCWP-USA, Inc., the volunteer is free to assume the role of RCWP advocate. In performing as advocate among members of the volunteer’s personal network, the volunteer may draw upon content currently placed by RCWP in the public domain, or placed at a later date in the public domain by authorized members of RCWP via website, public forums, and the like, toward carrying out the RCWP-USA, Inc. mission.***

**Communications Releases** *(please initial)*

I give my permission to have my name and email address placed on the **RCWP Business List at Googlegroups** (emails for business communication with RCWP-USA members). \_\_\_\_\_\_\_\_

I give my permission to have my name and email placed on the **RCWP-Chat List at Yahoogroups** (emails for news, discussions and chats with members of RCWP-USA, Association of Roman Catholic Women Priests RCWP-Canada East, RCWP-Canada West, RCWP-Europe West, and Weiheämter für Frauen in der Römisch Katholischen Kirche\*\*\*Optional \_\_\_\_\_\_\_\_

I understand that I am invited onto the Chat and/or Business lists\* to communicate with respectful and courteous language at all times, recognizing that the views of other members may be different than my own. \_\_\_\_\_\_\_\_

I give my permission to have my name and email placed on the **RCWP Action Network**

(The Action Network are members who respond to social justice issues---individuals’ names are not published to the media.)\_\_\_\_\_\_

I give my permission to Roman Catholic Womenpriests-USA, Inc. to release the above personal information to the general membership through the **RCWP Worldwide Directory** and I understand that the Directory is strictly confidential and not to be shared with anyone outside of the international Roman Catholic Womenpriests movement. (If I am a catacomb candidate my catacomb name and email will be used.)**\*\*\*Optional**\_\_\_\_\_\_\_\_

I give my permission to Roman Catholic Womenpriests-USA, Inc. to use my name and likeness in photographs, video or audio in any and all of its publications and other promotional materials, including but not limited to the RCWP-USA website, Facebook entries, social media posts, displays, and printed materials, without compensation or payment.**\*\*\*Optional** \_\_\_\_\_\_\_

**For Catacomb Volunteers**: I will need to have my image protected until such time as I have reclaimed my name and identity. After this occurs, I give my permission as stated here. \_\_\_\_\_\_\_

**Organization Waivers**

I understand that my individual ministries and/or private businesses are separate and independent of RCWP-USA, Inc. and that Roman Catholic Womenpriests-USA, Inc. disclaims any responsibility for the operation or oversight of my ministries/businesses. \_\_\_\_\_

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**Roman Catholic Womenpriests-USA Waiver-Support Members and Volunteers Cont-3-**

**Organization Waivers Cont.**

I understand that the RCWP-USA name and the RCWP-USA logo are not to be used in reference to my individual ministries, ministerial events, or on business cards and/or in advertisements referring to my ministries or private businesses per se. \_\_\_\_\_\_

It is acceptable to advertise saying something to the effect that “Mary Jane Doe is a Roman Catholic Womanpriest who will preside at mass at St. Praxedes Catholic Community.”

*It is not acceptable for St. Praxedes Catholic Community to be advertised as “St. Praxedes a Roman Catholic Womenpriest-USA Community.” Thus, the RCWP logo and name are not to be used in reference to an individual’s ministry, ministerial event, or in advertisements referring to the ministry per se.*

I understand that I may not sign contracts or represent RCWP-USA, Inc. without the approval of the Board of Directors. \_\_\_\_\_\_

**Please answer Yes or No to the following questions:**

1. Have you ever been convicted of or charged with a crime (other than a misdemeanor or a minor traffic infraction) in any state or country, the disposition of which was other than acquittal or dismissal? Yes\_\_\_\_\_ No\_\_\_\_
2. Has any certifying or licensing board or professional ethics body in any state or country

ever required you to surrender your license or certificate or found you guilty of a violation of ethics codes, professional misconduct, unprofessional conduct, incompetence or negligence (including alternative dispute resolution cases)? Yes\_\_\_\_\_ No\_\_\_\_

3. Are there any complaints, charges or investigations by any certifying or licensing board or professional ethics body pending against you in any state or country for violation of ethics codes, professional misconduct, unprofessional conduct, incompetence or negligence (including alternative dispute resolution cases)? Yes\_\_\_\_\_ No\_\_\_\_

4. Have you ever had any insurance company decline, cancel, refuse to renew or accept only on special terms any professional liability insurance? Yes\_\_\_\_\_ No\_\_\_\_

5. Has any professional liability claim or suit ever been made against you (including alternative dispute resolution cases)? Yes\_\_\_\_\_ No\_\_\_\_

6. Are there any circumstances of which you are aware that may result in any professional liability claim or suit being made against you (including alternative dispute resolution cases)? Yes\_\_\_\_\_ No\_\_\_\_

7. Have you ever been accused of sexual misconduct or sexual abuse with any minor child or your current or former clients, including but not limited to, spiritual direction clients, mental health clients, or any other persons with whom you have had a professional, pastoral or other similar relationship of confidence and trust, or with any current or former client’s spouse or with any person in a close personal relationship to the client or former client (for example, a guardian, blood relative or the client or spouse of any person sharing the client's domicile)? *For purposes of this inquiry, “client” shall include, but is not limited to, persons with whom you have or have had, at any time, any professional, or any other pastoral relationship.* Yes\_\_\_\_\_ No\_\_\_\_

**If you have answered yes to any of the above questions, please attach documentation including the final disposition.**

**Updated 12.14.17**

**Roman Catholic Womenpriests-USA Waiver-Support Members and Volunteers Cont-4-**

**Code of Ethics**

**for Auxiliary Support Members/Volunteers**

**Roman Catholic Womenpriests-USA, Inc.**

**Please initial:**

 \_\_\_\_I will seek to relate to all people with respect, sensitivity and reverence. I will treat all people with integrity, courtesy, patience and dignity.

 \_\_\_\_I will respect, recognize and support the variety of calls to ministry within the RCWP-USA membership and support the members by building constructive relationships with them.

 \_\_\_\_I will personally and publicly support my colleagues who experience discrimination on the basis of gender, race, age, sexual orientation, physical impairment or disability.

 \_\_\_\_I will not use my status, position or authority, as a board member/volunteeer to knowingly abuse, misguide, negatively influence, manipulate, or take advantage of anyone.

  \_\_\_\_I will report all instances of abuse and/or criminal behavior to the proper civil authorities. In any case involving RCWP-USA members, I will also report the circumstances to the appropriate RCWP-USA regional and national leadership.

 \_\_\_\_I will hold in confidence and treat as confidential communication of any information provided to me with the expectation of privacy. I will not disclose such information in private or public, except when I am convinced that the sanctity of confidentiality is outweighed by my well-founded belief that life-threatening or substantial harm may be caused.

 \_\_\_\_I will avoid any action that might present a conflict of interest, since the existence, or even the appearance of a conflict of interest can call into question the integrity and professional conduct of the individual and the organization.

 \_\_\_\_I will maintain meticulous and honest records of all financial transactions within my ministry and within the RCWP-USA organization.

 \_\_\_\_I will use information and technology resources positively and as a means of supportive, educational, instructional and administrative endeavors in my ministry and within RCWP-USA.

 \_\_\_\_I will be in communication with the members on a regular basis.

 \_\_\_\_I will endeavor to maintain wholesome family relationships, sexual integrity, and financial responsibility. I will regularly engage in educational and recreational activities for personal development. I will not abuse alcohol or use illegal drugs.

 \_\_\_\_I will demonstrate my personal love of God, as revealed in Jesus the Christ, in my life, as I strive to preserve and promote the integrity of the vocation to which I have been called in service to the people of God.

**WAIVER AND RELEASE**

Roman Catholic Womenpriests-USA, Inc. neither assumes nor accepts responsibility for the actions and practices, nor for the results there from, of any of its members (bishops, priests, deacons, candidates, applicants, and volunteers) present or past. The applicant/member/volunteer hereby represents that to the best of her (his) knowledge the statements set forth herein are true. If the information supplied herein changes at any time the applicant/member/volunteer agrees to immediately notify the leadership of RCWP-USA of the changes so that at all times RCWP-USA will have accurate and current information.

**Updated 12.14.17**

**I AGREE TO THESE CONFIDENTIALITY CONDITIONS, CODE OF ETHICS WAIVERS, AND RELEASES OF PERSONAL INFORMATION**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**This agreement is in effect as long as said person above is a volunteer/support member of RCWP-USA, Inc.**

**Directions for Completing the Auxiliary Support Member and Volunteer Waiver and Release Form:**

1. Complete the Waiver and the Praesidium Disclosure Authorization form.

2. Send the Waiver to the administrator who sent you the form.

3. Send a copy of the completed Waiver to:

Suzanne Thiel suzthiel@yahoo.com (Suz maintains the Master-list/statistics for the media, etc. and works with the archivist)

and Pat Sandall patsysandall@yahoo.com (Pat maintains the Business and Chat lists and Directory)

4. Send the Praesidium Background Disclosure Authorization form to:

Josie Petermeier

2211 Lousiana Ave. S. St. Louis Park , MN 55426

(Josie runs the background checks)

**Re: Catacomb (Confidential) Volunteers**: At any time if a support member or volunteer wishes to rescind their catacomb status, a new Waiver/Release Form will need to be completed and the above steps followed again. \*Being on the Chat-list is optional and not required in order to be in the Directory or counted in statistical information.

**Updated 12.14.17**