



APPLICATION FORM FOR ALL MINISTRIES

Consent Clause:

In line with the Personal Data Protection Act, by submitting this Form, I hereby agree and consent that the Church may collect, store and process my personal data that I have provided in this form for the purpose of managing and facilitating the administrative operations of the Roman Catholic Archdiocese of Singapore and complying with diocesan policies and procedures.

The Church shall take all reasonable precautions to protect my personal data against unauthorised disclosure.

(Please tick ✓ in the appropriate box)

ALTAR SERVER	HOSPITALITY	LECTOR	CHOIR Sun 10am Feast Days Masses / Weekdays / Funeral	CHOIR Sat 5pm	CHOIR Sun 5pm
CATECHISTS	SECURITY & ERT	FLOWER MINISTRY	GARDENING & LANDSCAPING	SOUVIENER / BOOKS	MEDIA TEAM
BEREAVEMENT MINISTRY	PRAYER & FASTING	LEGION OF MARY	LOGISTICS (CLEANING /EVENTS)	HERITAGE TOURS / HISTORY	COMMUNION MINISTER ** ** Appointed By Rector

Name			
Address			
Date of Birth	Gender Male / Female		
Email			
Contact No.	(Res)	(HP)	
Occupation			
Next of Kin	<i>Name</i>	<i>Contact No.</i>	

Time of Mass Preferred

Sunday 8.00 AM	Sunday 10.00 AM	Sunday 5.00 PM	Saturday 5.00 PM	Weekdays 6.30 PM

Are you a MEMBER OF OTHER MINISTRIES in St Joseph's Church or other church?

	CHURCH	SOCIETY / MINISTRIES
1		
2		

President / Chairman Signature:	Applicant's Signature:
Name:	Name:
Date:	Date:
Approved by Rector:	Date:

PLEASE NOTE:

- All applicants must be Baptised Catholics with good moral criteria and uphold the standard of a good family life if they are married.
- For those ministries involving children and vulnerable persons, they are required to follow the instructions given by the Vatican: “**26th March 2019: Guidelines for the protection of children**” https://www.vatican.va/resources/resources_protezioneminori-lineeguida_20190326_en.html
- All applications are subjected to Rector’s approval.
- New applicants will be on PROBATION for three (3) months.
- Successful Applicants are required to perform duties as rostered or required.
- Failure to perform duties on three (3) consecutive times without valid reasons may be asked to step down.
- Kindly submit the completed application form to the Church Administrator/Sacristan. Thank You.

DRESS CODE

The Dress Code below is a general overview of appropriate attire for St Joseph’s Church, Victoria Street Ministries Members – it is not intended to be all-inclusive. Volunteers are asked to use good judgment in situations not addressed. If you are ever uncertain about what is acceptable attire, please speak with your Team Leader.

Basic Guidelines for Appropriate Attire includes modest clothing that is neat, clean, pressed, and in good condition. Appropriate dress does not include form-fitting or revealing clothing, athletic wear, or any “extreme” style or fashion in dress, footwear, accessories, or hair. If a Team Leader determines that a volunteer’s dress or appearance is not appropriate (as outlined in this policy), he or she will review the policy with the volunteer and may require the volunteer to refrain from serving until the necessary changes are made.

Volunteer Badges: Wardens should wear ministry ID badges while serving. (Badges will be provided at a later date)

LECTORS:

Men: Long sleeves shirt with collar and tie. Dark coloured pants.

Ladies: Blouse/shirt with collar or high neckline and with sleeves. Dress pants or slacks. Skirt or dress at knee length.

WARDENS:

Men: **White** long sleeve shirts with collar, tie and dark coloured pants

Ladies: **White** blouse with collar, minimum elbow length sleeve and dark pants / skirts of knee length

COMMUNION MINISTERS:

Men: **White** long sleeve shirts with collar, tie and dark coloured pants

Ladies: **White** blouse with collar, minimum elbow length sleeve and dark pants / skirts of knee length

STRICTY NO FLIMSY / TRANSLUENT TOPS, SPAGHETTI-STRAP TOPS OR DRESSES / MINI SKIRT, HIPSTER / LEGGINGS or TIGHT PANTS

Footwear:

Footwear: Black or dark coloured shoes for all Ministries. Dressy or casual shoes and boots are appropriate. Additionally, for safety and comfort, we strongly recommend flats or low heel shoes for ladies in the Service Ministries.

Examples of inappropriate footwear include floppy sandals, flip-flops, slippers

STRICTLY NO SPORT SHOES, SLIPPERS, FLOPPY SANDALS and COLOURED SANDALS / SHOES

Additional

JACKETS: LECTOR AND WARDENS Black or dark coloured Jackets should be worn on these Days:- St Joseph Feast Day, Palm Sunday, Good Friday, Holy Saturday, Easter Sunday, Christmas Vigil and Christmas Day other Feast Days in which your Team Leader will inform you.