



Benedictine Volunteers

-Application Packet for 2 months – 2 years Term-

Thank you for applying for Benedictine Volunteers! We look forward to getting to know you through this application process. Before you begin filling out this application packet, please help us know that you meet our program's preliminary requirements by checking the following boxes to confirm that you are:

- | | |
|--|---|
| <input type="checkbox"/> Catholic | <input type="checkbox"/> able to commit to 2 months – 2 years of full-time, live-in volunteer service (<i>If you are unable to commit to this term, we have a different application for a shorter 2 weeks – 1 month term on our website.</i>) |
| <input type="checkbox"/> female | <input type="checkbox"/> discerning your life's call, vocation, and/or a possible call to religious life |
| <input type="checkbox"/> ages 20-58 | |
| <input type="checkbox"/> not married | |
| <input type="checkbox"/> have no dependents | |
| <input type="checkbox"/> a United States citizen and/or currently residing in the U.S. with a valid visa | |

Benedictine Volunteers offers 2 months – 2 years volunteer placements at three different Benedictine women's communities in Texas and North and South Dakota. We hope that you have had the chance to visit our website, www.benedictinevolunteers.com, to discern which community may be your best fit. Please indicate your placement site preference by checking the box next to the site you would most like to be assigned to. Please mail or e-mail your application packet to this site. If you have questions and/or need some guidance discerning your best fit, we recommend contacting one or more of our site coordinators. We are happy to speak with you! Applications are accepted year-round.

- | | |
|---|--|
| <input type="checkbox"/> Annunciation Monastery
Attn: Benedictine Volunteers
7520 University Drive
Bismarck, ND 58504 | Bismarck Site Co-coordinators
Srs. Hannah Vanorny & JoAnn Krebsbach
hvanorny@gmail.com
701.255.1520 |
| <input type="checkbox"/> St. Martin's Monastery
Attn: Benedictine Volunteers
1851 City Springs Road
Rapid City, SD 57702 | Rapid City Site Coordinator
Sr. Mary Wegher
srmarywegher@yahoo.com
605.343.8011 |
| <input type="checkbox"/> St. Scholastica Monastery
Attn: Benedictine Volunteers
214 West Highland
Boerne, TX 78006 | Boerne Site Coordinator
Sr. Ursula Herrera
sisursie@hotmail.com
830.776.1040 |
| <input type="checkbox"/> St. Scholastica Monastery
Attn: Benedictine Volunteers
1001 Kenwood Avenue
Duluth, MN, 55811 | Duluth Site Coordinator
Sr. Lisa Maurer
volunteers@duluthosb.org
218.723.6555 |

General Information – please type or print clearly your responses to the following

Last Name:	
Full First Name:	
Full Middle Name:	
Name you prefer to be called:	
Date of Birth:	
Status:	<input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow
Present Address:	
City, State, Zip code:	
Best phone number to reach you:	
Best time to reach you:	
Time zone you are in:	
E-mail Address:	
Permanent Address (if different):	
City, State, Zip code:	
Do you possess a valid driver's license*?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you prefer to bring your own automobile*?	<input type="checkbox"/> Yes (If yes, do you have auto insurance?) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No
Do you have health insurance*?	<input type="checkbox"/> Yes (If yes, please specify company: _____) <input type="checkbox"/> No (If no, please know we require volunteers to maintain their own health insurance during their time. This can be availed on your own or through the Catholic Volunteer Network for \$248 per month.)

* Volunteers will be asked to provide proof of driver's license, auto insurance, and health insurance.

Education – please check the box corresponding to your highest level of education completed

High School:	<input type="checkbox"/> GED	<input type="checkbox"/> High School Diploma
College:	<input type="checkbox"/> Associates Degree <input type="checkbox"/> Some College <input type="checkbox"/> Bachelor's Degree	<input type="checkbox"/> Graduate Degree <input type="checkbox"/> Post-graduate Degree
Name of College/s:		
Major/s:		

Medical Information

Benedictine Volunteers strive to foster an environment of health and well-being. Because our volunteers live in community with sisters and other volunteers long-term, it is helpful to know if you have any health conditions so that we may better respond to your needs. On the following page, please indicate if you have ever had any of the following conditions by checking the box and indicating dates next to the condition that applies to you:

- Anemia / Blood diseases
- Allergies (please specify: _____)
- Anxiety or nervous problems
- Arthritis or gout
- Asthma, emphysema, bronchitis
- Cancer (please specify: _____)
- Depression
- Diabetes (please specify: _____)
- Drug or Alcohol problems
- Epilepsy or seizures
- Gall bladder

- Heart disease / Circulatory
- Hepatitis or liver problems
- High blood pressure
- High cholesterol
- HIV/ AIDS /STDs
- Kidney stones / Cysts / Failure
- Migraine headaches
- Osteoporosis
- Stroke
- Thyroid disease
- Tuberculosis
- Other (please specify: _____)

- What prescription medications do you currently take?

- Are there any special medical conditions that might affect your volunteer service? Please specify disabilities, chronic illness, physical limitations, dietary allergies, and any other restrictions.

- Did you ever have any serious accidents and/or have you been hospitalized? Please explain any persisting effects of the accident/s.

- Do you have a history of emotional/psychological difficulties? If yes, please specify.

- Have you ever been or are you currently under psychiatric care? Have you taken or do you currently take related medication?

Emergency Contact – the following person will be contacted in the case of an emergency

First and Last Name:	
Address:	
City, State, Zip code:	
Best phone number to reach him/her:	
Relationship to you:	

List of References

We request three personal recommendations in this application process. These people should know you well and be in a position to judge your general character, motivation, and qualifications for Benedictine Volunteers. They can be your pastor, spiritual director, employer, supervisor, teacher, colleague, or friend. Please list and provide full contact details of the three persons you have asked to provide reference for you. Please inform each person that we will be sending a reference form directly to them, and ask that the form be completed and returned at their earliest convenience.

1. Faith Reference (e.g. pastor or spiritual director)

First and Last Name:	
Relationship to you:	
Address:	
City, State, Zip code:	
Best phone number to reach him/her:	
E-mail:	

2. Professional Reference (e.g. employer, supervisor, or teacher)

First and Last Name:	
Relationship to you:	
Address:	
City, State, Zip code:	
Best phone number to reach him/her:	
E-mail:	

3. Personal Reference (e.g. colleague or friend)

First and Last Name:	
Relationship to you:	
Address:	
City, State, Zip code:	
Best phone number to reach him/her:	
E-mail:	



Discernment Statement

About this Statement

Benedictine Volunteers' vision is to inspire a spirit of service and discernment by which each volunteer fully realizes the unique call God has placed in her heart to joyfully animate the world with God's love, compassion, and justice. This discernment statement will help us better understand your faith motivation in becoming a volunteer. In 250-300 words, please briefly tell us how God is currently speaking to you in your life and how you feel volunteer service will enable you to grow spiritually.



Self-Reference Form

About this Form

Benedictine Volunteers seeks mature, well-balanced women motivated by our mission to extend the hearts and hands of the community by reaching out with the sisters to serve the needs of the Church and world. This self-reference form will help us to know you better as we consider your service placements. This reference will also be reviewed by the work supervisor/s of the service opportunities for which you are being considered.

Questions – please provide brief answers to the following questions

1. What are you passionate about? What personal strengths and abilities enable you to act on this passion?

2. What social concerns are you most interested in addressing and/or what people are you most interested in accompanying as a volunteer?

3. At this moment, what are your career goals? How do you think volunteer service will help you in achieving these goals?

4. What do you identify as personal limitations or areas of improvement as you anticipate living and working in a community environment? What qualities may help or hinder you?

5. Please summarize your previous volunteer experience. If you have not had any volunteer experience, please summarize a circumstance or situation in which you worked as part of a team.

6. Please summarize special skills, training, and/or qualifications you have acquired from employment, previous volunteer work, and/or through other activities, including hobbies or sports.

Work-related Skills

<i>Please check the box you feel best describes how well you perform the following skills:</i>	Excellent Performance	Exceeds Requirements	Satisfactory	Needs Improvement	Unsatisfactory
• Creativity					
• Problem Solving					
• Self-starting					
• Attentive listening					
• Use time effectively					
• Take direction well					
• Seek professional growth					
• Flexible in addressing difficulty or unexpected situations					

Interpersonal Skills

<i>Please check the box you feel best describes how you most typically behave on most days, most projects, and with most people:</i>	Almost Always	Usually	Occasionally	Rarely	Almost Never
• Enjoy living with others					
• Share feelings/thoughts with others					
• Contribute to community life & well-being					
• Share in household duties such as maintaining neat and clean living spaces					
• Demonstrate respect and acceptance of differences					
• Respect and care for my needs					
• Respect and care for others' needs					



Work Placements Preference Form

About this Form

Benedictine Volunteers foster the personal and spiritual development of volunteers by providing enriching and broadening service experiences in a Benedictine environment. This placement preference form will help us know how to match you with service opportunities that best meet your unique skills and interests.

Interests

Benedictine Volunteers offers service opportunities in a variety of ministries. On this page and the following page, please tell us which areas you are interested in volunteering. Please check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Activities Coordinator with the Elderly | <input type="checkbox"/> Making Jams & Jellies |
| <input type="checkbox"/> Activities Coordinator with Persons with Memory Impairment | <input type="checkbox"/> Media & Video Production |
| <input type="checkbox"/> After School Programs Assistant | <input type="checkbox"/> Multicultural Ministry |
| <input type="checkbox"/> Archives Work | <input type="checkbox"/> Music Ministry |
| <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Native American Ministry |
| <input type="checkbox"/> Calligraphy & Watercolor Painting | <input type="checkbox"/> Office & Clerical Assistance |
| <input type="checkbox"/> Canning Vegetables | <input type="checkbox"/> Outdoor Grounds Work |
| <input type="checkbox"/> Faith and Spiritual Development | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Community Organizing, Outreach, & Development | <input type="checkbox"/> Poverty Alleviation |
| <input type="checkbox"/> Cooking & Baking | <input type="checkbox"/> Prison Ministry |
| <input type="checkbox"/> Ecumenical Work | <input type="checkbox"/> Prayer Ministry |
| <input type="checkbox"/> Elderly Ministry & Outreach | <input type="checkbox"/> Religious Education |
| <input type="checkbox"/> Emergency Food Pantry Work | <input type="checkbox"/> Sacristy & Sacred Space Arrangement |
| <input type="checkbox"/> Gardening & Harvesting | <input type="checkbox"/> Switchboard & Telecommunications |
| <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Teaching (pre-school) |
| <input type="checkbox"/> Health Care Ministry | <input type="checkbox"/> Teaching (elementary) |
| <input type="checkbox"/> Hospitality Ministry | <input type="checkbox"/> Teaching (middle school) |
| <input type="checkbox"/> Indoor Housekeeping | <input type="checkbox"/> Teaching English as a Second Language |
| <input type="checkbox"/> Library Work | <input type="checkbox"/> Teaching Spanish to English Speakers |
| <input type="checkbox"/> Liturgy & Worship Planning | <input type="checkbox"/> Tutoring & Literacy Programs |
| | <input type="checkbox"/> Web & Technology Assistant |
| | <input type="checkbox"/> Youth Camps & Recreation |

Language Skills

It is helpful for us to know if you speak any languages other than English. If applicable, please check your level of ability.

Spanish	<input type="checkbox"/> Limited <input type="checkbox"/> Proficient <input type="checkbox"/> Fluent	<input type="checkbox"/> Understand <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write
Other/s (please specify: _____)	<input type="checkbox"/> Limited <input type="checkbox"/> Proficient <input type="checkbox"/> Fluent	<input type="checkbox"/> Understand <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write

Other Information

1. Please list other opportunities you are pursuing at this time besides Benedictine Volunteers (e.g. other volunteer programs, graduate school, employment options). What is the present status of each application?

2. Please list any financial, family, or personal obligations or situations which might impact your commitment to Benedictine Volunteers (e.g. loans, weddings, graduations, sick family members, graduate school).

3. If accepted, please tell us when you would be able to start full-time placement and for how long a service length you are able to commit.

4. Do you have relatives or close friends within 200 miles of the placement site for which you are applying? If yes, who (their relationship to you) and where?

Recruitment Information

Please share with us how you heard about Benedictine Volunteers:

- | | |
|--|--|
| <input type="checkbox"/> Benedictine Volunteers Website | <input type="checkbox"/> Twitter |
| <input type="checkbox"/> Benedictine Volunteers Brochure | <input type="checkbox"/> Pinterest |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Catholic Volunteer Network |
| <input type="checkbox"/> Instagram | <input type="checkbox"/> Other (please specify: _____) |

Résumé

It is helpful for work supervisors to have a copy of your résumé. We do not share your full application packet with them— only your résumé and self-reference form. Please attach your current résumé with your application packet including the following:

- | | |
|----------------------------|-----------------------------|
| • Contact information | • Work experience |
| • Education | • Volunteer experience |
| • Professional credentials | • Cross-cultural experience |

Signature & Date

By submitting this application, I affirm that all information contained in this application is true to the best of my knowledge. Any false statements, omissions, or other misrepresentations in my application, résumé, any other materials, or during any interviews, can be justification of refusal of acceptance or continuation of the program. By submitting this application, I understand and agree that all materials become property of Benedictine Volunteers and that none of the materials will be returned to me. I understand that the self-reference form, along with my résumé will be reviewed by the work supervisors of the service opportunities for which I am being considered.

Full Name (printed):	
Signature:	
Date:	

We will contact you when the site has received your application packet and keep you updated on the status of references received. If your application is approved, you will be invited for a Skype interview and asked to authorize our background check provider, VerifiedVolunteers, to do a background check on your history, including driving history, credit records, and criminal acts. This full application process typically takes 3-6 weeks, depending on how quickly we receive your application packet and references.