



**St. Patrick
Catholic Church**

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Diocesan Safe Environment Program

Parish Volunteers

February 2017

Dear Parish Volunteer:

Thank you for being a special part of St. Patrick Church. The Diocese of Rockford requires for all employees and volunteers to complete a **new** Safe Environment Program.

It's a simple two-step process:

- A. Read all** required documentation and **sign 6 forms** (listed below-color coded for easy reference)
- B. Conduct the *Virtus* online training course** to obtain the ***Protecting God's Children Certificate***
 - You will receive an email with instructions and the link to *Virtus* (<https://www.virtusonline.org/virtus>)
 - If you already took it in the past: **you don't have to do it again***

To be in compliance, Volunteers must read **all** the documentation and sign **ALL** required forms (even if your Ministry is not directly involved with Youth). **We appreciate your cooperation completing both steps, A and B.** Thank you.

A: After you read all attachments, please sign the 6 forms included and return them to your Ministry Leader, fax to the parish office, or email them directly to parishoffice@stpatrickmchenry.org

1. Code of Pastoral Conduct (green)
2. Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct (blue)
3. Guidelines for Those Working with Youth (purple)
4. Code for the Pastoral Use of Technology and Social Media (pink)
5. IL DCFS Acknowledgement of Mandated Reporter Status - *Form Only* (yellow)
6. Background Check Authorization - *Form Only* (gray)

B: Obtain the ***Virtus Protecting God's Children Course Certificate*** **online***

- Follow the [link in your email](#) to the guided online course *Protecting God's Children*
- The ***Virtus*** online training takes approximately 1 hour, but if need be, you have the ability to leave the program unfinished, and resume where you left off at a later time
- After completing the course, **please print out a certificate** and turn it into the parish office (save your login and password to this website for possible future need)

** If you already took it in the past - just send the certificate to the parish (or let us know if it's already on file)*

Please contact parishioner Katie Leggett with any questions at **901-481-7257** or at ktleggett@comcast.net
Thank you for your kind cooperation in completing our Diocese of Rockford's Safe Environment Program