

## **Instructions for Completing and Submitting the 2010-2011 Safe Environment Compliance Verification Form**

### **Part 1: Determine WHO will complete the form and the SCOPE of the ministries included.**

- **WHO:** First determine whether your parish will submit ONE form for both religious education and youth ministry, or TWO forms – one for each ministry.
  - If you are the Catechetical Leader and you supervise youth ministry staff/volunteers, then it is recommended that you submit ONE form for both ministries, and include youth ministry personnel on your form and Master Report.
  - If you are a Youth Ministry Leader who supervises staff/volunteers in programming that is separate and distinct from the adolescent catechetical program, then it is recommended that the parish submits TWO forms – one from you for Youth Ministry, and one from the Catechetical Leader for Religious Education.
  - Practicality - Look for what makes most sense: If all or most youth ministry volunteers are also catechists, then just do one form for both!
- **SCOPE:** Job responsibilities for parish leaders vary. Therefore, for the purpose of this report, **every volunteer that you supervise**, including: religious education catechists, youth ministry volunteers, VBS, Children’s Liturgy of the Word, RCIA etc. **must be accounted for on your list.**
  - Therefore, **each volunteer/staff who reports to you must have their role coded correctly** so that their information appears on your Master Report.
    - If the Catechetical Leader is completing the form, code all volunteers as “Rel. Ed. Vol./Catechist”
    - If the Youth Ministry Leader is completing the form, code all volunteers as “Youth Ministry” (or run 2 separate Master Lists: one for youth ministry and one for catechists)
- **FORM:** Regardless of your position or the scope of the ministry, you will use the **same form** – just mark whether it’s for BOTH RE and YM; RE only; or YM only

### **Part 2: Verify Compliance in 7 steps:**

#### **#1 – Request “Master Virtus Report” for Your Ministry**

- **WHAT IS THIS REPORT?** Local Administrators must log in & select:

- Administration Tab
- Compliance reports
- **Master report**

WHAT to select for the **Master Report:**

- **Location** (i.e. Parish)
- **Role: Select “Rel. Ed. Vol/Catechist” or “Youth Ministry” depending on the scope of the report you are submitting or run one list for each ministry.**
- **Check mark the following:**
  - - **User Fields to Display:** Continuing Training Status
  - - **Live Training:** Protecting God’s Children for Adults
  - - **Bulletins:** Protecting God’s Children for Adults
  - - **Background Checks:** Background Check Standard

**Then run and print the report.**

**#2 – Look for omissions.** Review records shown on this Master Report. ALL catechists, staff, and other volunteers that you supervise, must be included on this list. **Compare the Master Report to your ministry records** to make sure ALL volunteers and staff who you supervise are listed.

- If people are missing from the Master Report, work with your Local Safe Environment Coordinator to “find” them in Virtus and code them with the appropriate role so that they appear on your Master Report.
- If people are missing because they are new and have not attended the Protecting God’s Children orientation seminar, *you must make sure that they attend this session by June 30, 2011.*

**#3 – Print a revised Master Report** that now lists everyone in your program.

**#4 – Work toward compliance.** Work with those not in compliance by submitting required Background Check Forms, asking them to read the required # of bulletins, etc.

- If any of your current volunteers/staff are suspended, please follow diocesan procedures to work with the individual to get the account un-suspended.

**#5 – Update Virtus accounts.** Based on the work in step 4, make any necessary changes to individuals’ Virtus accounts. Examples include:

- Inactivate accounts of people who no longer serve in your parish (**only if you are CERTAIN that they no longer serve in any ministry in your parish, AND if you are CERTAIN that your location is the ONLY location listed in their account!**)
- Remove your parish from the accounts of those who you know are no longer parishioners (**only if you are CERTAIN that they are no longer affiliated with your parish in any way!**)
- **Any exceptions to these can be identified on your Master List and/or the compliance verification form.**

**#6 – Generate revised report. Attach it to the Compliance Verification Form.**

**#7 – Complete the Compliance Form.**

- Note your parish name and town/city at the top.
- Check-mark the correct line to indicate the scope of the report:
  - BOTH Religious Education and Youth Ministry
  - Religious Education only
  - Youth Ministry only
- Note any exceptions in the chart provided. **DO NOT list all volunteers here!** Only list people who are NOT currently in compliance with diocesan policies, and indicate the steps that will be taken to bring them into compliance.
- Sign the form, and make sure it is signed by your Local Safe Environment Coordinator (if that’s not you!) and Pastor.
- Mail or fax the form by June 1<sup>st</sup>! **And be entered in a drawing for fabulous prizes!**