

2009-2010 Certification of Safe Environment Compliance

Instructions for Catechetical Leaders

Job responsibilities for parish catechetical 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, etc. **must be accounted for on your list**. Therefore, each volunteer/staff who reports to you, must have as one of their selected roles: "Rel. Ed. Vol./Catechist" so that their information appears on your Master Report.

Verify Compliance in 6 steps:

#1 – Request “Master Virtus Report” for Religious Education

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:** Rel. Ed. Vol/Catechist
- **Check mark the following:**
 - -Continuing Training Status
 - -**Live Training** – Protecting God's Children for Adults
 - - **Bulletins:** Protecting God's Children for Adults
 - - **Background Check Standard**

Then run and print the report.

#2 – Look for omissions. Review records shown on this Master Report for Religious Education. ALL catechists, staff, and other volunteers that you supervise, must be included on this list. Each of these people must have the "Rel. Ed. Vol./Catechist" role selected, even if, technically, they are not a catechist.

#3 – Print a revised list 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.

#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
- Remove your parish from the accounts of those who you know are no longer parishioners

#6 – Generate revised report and submit it with the NEW diocesan Certification of Safe Environment Compliance report for 2010 Audit.

Instructions for Youth Ministry Leaders:

Youth ministry leaders who work with volunteers/staff in **programming that is separate and distinct from the adolescent catechetical program**, must follow the procedures below. If youth ministry activities in your parish are **operated through the catechetical program, and under the supervision of the Parish Catechetical Leader**, then the Catechetical Leader should be sure to include all youth ministry staff and volunteers on the Religious Education report. Please consult with your Parish Catechetical Leader about how your parish will complete the required Compliance Report(s).

Verify Compliance in 6 steps:

#1 – Request “Master Virtus Report” for Youth Ministry (or generate your own):

□ **WHAT IS THIS REPORT?** Local Administrators must log in and select:

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

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

- **Location** (i.e. Parish)
- **Role:** Youth Ministry
- **Check mark the following:**
 - -Continuing Training Status
 - -**Live Training** – Protecting God’s Children for Adults
 - - **Bulletins:** Protecting God’s Children for Adults
 - - **Background Check** Standard

Then run and print the report.

#2 – **Look for omissions.** Review records shown on this Master Report for Youth Ministry. All volunteers that you supervise in youth ministry must be included on this list. Each of these people must have the “Youth Ministry” role selected in their profile in order to be on the list.

#3 – **Print a revised list** 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. T

#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
- Remove your parish from the accounts of those who you know are no longer parishioners

#6 – **Generate revised report and submit it with the NEW diocesan Certification of Safe Environment Compliance report for 2010 Audit.**