St. Joseph Parish
12700 Pearl Road
Strongsville, Ohio 44136

July 2019

Dear New Employee and/or Volunteer:

TRAINING FOR THE SAFETY AND PROTECTION OF CHILDREN

We welcome your service or employment at St. Joseph Parish! We are committed to doing our best to serve our parishioners. In order to do so, we must be particularly mindful of the young and most vulnerable among us. Since the 2002 adoption of the *Charter for the Protection of Children and Young People*, the Roman Catholic Diocese of Cleveland has required compliance with a multi-stage child protection program. **It requires all clergy, employees and volunteers to complete four components in order to be approved to work with our children. You may not begin employment or volunteer work until the steps are completed.** Detailed information regarding these requirements is listed below and should answer most of your questions. While most of these requirements do not take long to complete, they will raise your awareness of potential warning signs of possible abusive situations that you might notice at some point in your life.

The four components are:

1. If required, complete an employment application or volunteer application.
2. Attend a <u>one-time</u> 3-hour VIRTUS Training Session. To find a complete list of locations and times for the sessions, please follow the steps on the next page under the VIRTUS Registration section. If you have already attended a session, please let us know.
3. Go to www.clevelandchildprotection.org/. Look at the left menu for the option "Resources". Click on that, please download the first two documents, and then:
   a. **Read** "Policy for the Safety of Children in Matters of Sexual Abuse", and
   b. **Read** "Standards of Conduct for Ministry", and
   c. **Print and sign the PDF** "2016 Forms to be Signed and Returned" available in our Parish Office or at www.sjohio.org/virtus and return them to me. There are **two** different forms (within this) one file that need to be printed and returned.
4. Enrollment into Selection.com
   a. Selection.com runs **an initial and then subsequent quarterly background checks** on all persons active in the parish database. Using personal information for you, this replaces fingerprinting.
   b. While in your VIRTUS account, click Training on the menu bar, choose Update My Account, **make sure that St. Joseph (Strongsville) is listed as one of your locations.** If it is not, please click Add/Remove Location to add our parish.
   c. After this, click Toolbox on the menu bar, choose Selection.com Background Check on the sidebar, and follow the instructions.
   d. The process takes less than ten minutes and is easy to follow. St. Joseph Parish will cover the cost of enrollment into Selection.com through the use of a token. Please contact the Parish Office.

VIRTUS REGISTRATION

To register for the VIRTUS Training Session (a one-time 3 hour workshop):

Load your web browser and go to: www.virtusonline.org

Click the box "First Time Registrant"

Select "View a list of sessions"

Selection "Cleveland, OH (Diocese) from the drop-down menu and click "select".

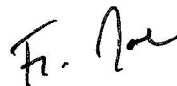Once you find a session that would work, click "Begin registration process".

Pre-registration is necessary, but also be sure to sign in when you attend AND ask for a certificate when completed. Currently, there is one session per month at St. Ambrose, Brunswick, in addition to many other locations throughout the diocese. Dates and locations can be found on the VIRTUS website.

BCI&I FINGERPRINTING/BACKGROUND CHECK

All employees and volunteers must complete a background check before beginning your ministry with children or employment at St. Joseph. This is done using Selection.com and you register for this as indicated on the proceeding page. The parish will pay for this using a token. Please contact the Parish Office.

Thank you for taking the time to learn more about how we can better protect 'God's children.' If you have any questions, please feel free to contact me.

Sincerely,

The Reverend Joseph R. Mamich
Pastor