

St. Francis de Sales Parish

To: All St. Francis de Sales Parish School Employees and Volunteers

RE: PROTECTION OF GOD'S CHILDREN COMPLIANCE

Requirements for CURRENT and FUTURE employees and volunteers

As mandated by the United States Catholic Conference of Bishops, all parishes/schools are required to be in compliance with the Charter for the Protection of God's Children (PGC) and Young People, since 2004.

The following PGC documentation is necessary to complete prior to accepting a volunteer position.

We thank you for generously sharing your time and talent!

Following are five areas of compliance you are required to meet:

1. Online Background Check
For Volunteers: Please create an online Virtus account through <http://www.virtusonline.org/virtus/>
For Employees: Complete a background screening through eApps
https://www.eappsdb.com/Login.asp?ORGZ_KEY=18
2. From your online Virtus account, register for an in-person three hour Virtus Class and ongoing On-line Monthly Virtus Training Bulletins
3. Code of Conduct – From your online Virtus account, complete and print the Code of Conduct form. This form should be returned to the Ministry Center or the school.
4. DCFS – CANTS Form – Complete this form and return the signed and dated form to the Ministry Center or school. Do not send to DCFS. The Parish must send these. This form needs to be updated annually.
5. Mandated Reporter Training – School Employees, DREs/CREs, Catechists, Youth Ministers, and Coaches. Register and complete at: <https://mr.dcfstraining.org/UserAuth/Login!loginPage.action>
All school personnel must recertify every five years.

All employees and those volunteers who work with our children, youth ministry and/or any ministries including St. Vincent De Paul and Emmaus Hospitality MUST complete the above requirements before being allowed to work or volunteer at St. Francis De Sales.

Please submit completed documentation prior to volunteering.

All the necessary forms explaining how to complete each of the 5 steps are available on the School and Parish websites:

<http://www.stfrancislschool.org> <http://www.stfrancislsparish.org>

Any questions for the Ministry Center employees or volunteers, contact Julie Morones at 847-726-4722 or questions regarding school employees or volunteers, Karin Jurczak at 847-726-4711. .