

## **ST. LAURENCE CATHOLIC CHURCH VOLUNTEER INSTRUCTIONS FOR DIOCESAN REQUIRED SAFE ENVIRONMENT FORMS**

Thank you so much for volunteering to help in some capacity at St. Laurence Catholic Church. We truly appreciate your commitment to our parish. The Diocese of Rockford requires that **all** of our volunteers complete the following elements of the Diocesan Safe Environment Program which protects the safety and well-being of all children, young people and vulnerable adults at all times. Below you will find detailed instructions to follow for each task. Each document is provided in PDF format for you to download and read at your convenience. Do not hesitate to call the parish office at 847-468-6900, if you have any questions.

**\*\* If you have completed these forms in the past, you must fill them out again. The diocesan forms may look similar; however, they have been updated by the Rockford Diocese within the last year. The exception to this is the Criminal Background Check and the VIRTUS program which only needs to be completed once.\*\***

1. *Protecting God's Children instruction sheet* - Please consult the information sheet on how to access this program online and follow the instructions. You will need to print the *Certificate of Completion* at the end of the program and return it to St. Laurence.

\*If you have already completed this and lost your certificate, please return to the St. Laurence webpage and complete the "VIRTUS Completion" Form.

2. *Diocese of Rockford Guidelines for Those Working with Youth*. Please read through this document. You will need to print out and complete the Receipt Acknowledgement on page 8. This sheet needs to be returned to St. Laurence.

3. *Diocese of Rockford Sexual Misconduct Norms* - Please read through this document. You will need to print out and complete the Volunteer Receipt Acknowledgement on page 27. This sheet needs to be returned to St. Laurence.

4. *Code of Pastoral Conduct* - Please read through this document. You will need to print out and complete the Volunteer Acknowledgement on page 15. This sheet needs to be returned to St. Laurence.

5. *Diocesan Code for the Pastoral Use of Technology and Social Media*. Please read through this document. You will need to print out and complete the Receipt Acknowledgement on page 5. This sheet needs to be returned to St. Laurence.

6. *DCFS Acknowledgement of Mandated Reporter Status* - Please print out and complete this document. This sheet needs to be returned to St. Laurence.

7. Finally, please print and complete the *Authorization to Conduct Background Check: Criminal History Information Response Process (CHIRP)*. Each volunteer will only need to undergo a Background Check once. Furthermore, each Background Check costs \$10 to complete. We ask that you assist us in paying the \$10 amount to cover the cost of your own background check. If this cost is in anyway a hardship for you or your family, St. Laurence will cover the cost.

Upon completion of all documents, please bring all the completed sheets to the parish office in person.

Thank you again for your support of St. Laurence Catholic Church!