

Important Date Sensitive Information for ALL Parish Volunteers!

The Diocese of Bridgeport has set new guidelines for all employees and volunteers with regard to the **VIRTUS Protecting God's Children** program. Bishop Caggiano has asked that **beginning immediately**, all employees and volunteers of the Diocese must take the following steps by **June 1, 2015** to ensure you, as a volunteer and our Parish are in compliance. To comply with the updated Safe Environments Program of the Diocese of Bridgeport, **ALL VOLUNTEERS** must **read the Safe Environments Handbook 2015**, **sign** the Executive Summary for Lay Volunteers and **return** a signed copy to Beth Dwyer, Safe Environments Administrator, in the parish office. By regulation, this document must be on file in the St. Aloysius Parish Office.

All employees and volunteers who **have scheduled contact with minor children and/or vulnerable adults** and who have **completed VIRTUS Protecting God's Children training before 2011**, need to recertify and will be required to recertify every 5 years. Please complete the following simple steps:

- Access your personal Virtus account at virtusonline.org.
- Complete a new MYB Background Check. If needed, it will be highlighted in yellow under the tool box tab.
- Read the Diocese of Bridgeport Safe Environment Handbook. Sign the Executive Summary for Lay Volunteers and return your signed copy to the Parish Office.
- Complete the online **VIRTUS Protecting God's Children 3.0** Recertification class (takes 45 minutes to 1 hour and can be done any time of the day or night, at your convenience) and print your recertification certificate upon completion.
- Submit a copy of your updated certificate to Beth Dwyer, St. Aloysius Safe Environments Coordinator in the parish office or by emailing a copy to safechurch@starcc.com.

All employees and volunteers who **DO NOT have scheduled contact with minor children and/or vulnerable adults** and who have **completed VIRTUS Protecting God's Children training before 2006**, need to recertify and will be required to recertify every 10 years. Please complete the following simple steps:

- Access your personal Virtus account at virtusonline.org.
- Complete a new MYB Background Check. If needed, it will be highlighted in yellow under the tool box tab.
- Read the Diocese of Bridgeport Safe Environment Handbook. Sign the Executive Summary for Lay Volunteers and return your signed copy to the Parish Office.
- Complete the online **VIRTUS Protecting God's Children 3.0** Recertification class (takes 45 minutes to 1 hour and can be done any time of the day or night, at your convenience) and print your recertification certificate upon completion.
- Submit a copy of your updated certificate to Beth Dwyer, St. Aloysius Safe Environments Coordinator in the parish office or by emailing a copy to safechurch@starcc.com.

All employees and volunteers who **have scheduled or unscheduled contact with minors and/or vulnerable adults** and **HAVE NOT completed VIRTUS Protecting God's Children training** need to do the following **prior to working /volunteering**:

- Register for a live session of **VIRTUS Protecting God's Children** at virtusonline.org. During registration, you will be prompted to set up your personal Virtus account.
- Complete MYB Background Check.
- Read the Diocese of Bridgeport Safe Environment Handbook. Sign the Executive Summary for Lay Volunteers and return your signed copy to the Parish Office.
- Attend your live session which takes approximately 3 hours. You will receive a certificate of attendance at your class.
- Submit a copy of your certificate to Beth Dwyer, St. Aloysius Safe Environments Coordinator in the parish office or by emailing a copy to safechurch@starcc.com.

If you do not have access to a computer, have any difficulty logging into your personal Virtus account or need any assistance, please contact our St. Aloysius Safe Environments Coordinator, Beth Dwyer at safechurch@starcc.com or at (203)652-1143.

Step by step instructions for re-certification or registration are on the St. Aloysius website (www.starcc.com) homepage in the left hand side Quick Links box.