

SAINT PAUL &
MINNEAPOLIS

ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS

January 4, 2017

Dear Clergy, Parish and Catholic School Employees, Chancery Staff, and Volunteers,

As we begin the new year, I am writing to both thank you for all that you do in service of the Church and to ask for your continued support of our safe environment initiatives. In a recent letter appropriately issued on the Feast of the Holy Innocents, Pope Francis challenged us to find “new courage” that “generates processes capable of acknowledging the reality that many of our children are experiencing today, and working to ensure them the bare minimum needed so that their dignity as God’s children will not only be respected but, above all, defended. “

To protect and defend that dignity, our Archdiocese is committed to the *Charter for the Protection of Children and Young People*, issued by the United States Conference of Catholic Bishops, and its mandate that each diocese have clear standards of conduct, safe environment training programs, and background evaluations for all persons in positions of trust with regard to our most vulnerable brothers and sisters. The Archdiocese has accordingly enacted policies to address sexual abuse and to promote safe environments not only for our children and youth but also for our vulnerable adults.

Throughout this Archdiocese, all clergy, parish and Catholic school employees and chancery staff, as well as volunteers who have either regular or unsupervised interaction with minors or vulnerable adults, must complete the “Essential 3” requirements. The Essential 3 consists of signing a *Code of Conduct*, completing safe environment training through the VIRTUS: *Protecting God’s Children* program, and undergoing a background check. (All information you provide for a background check will be kept confidential by your parish or Catholic school, as well as by the Archdiocese).

Our responsibility to create and maintain safe environments is not a one-time obligation; it is an ongoing commitment. When it comes to promoting the safety of children, youth and vulnerable adults, we must strive for continued improvement. To that end, the Archdiocese requires that the Essential 3 requirements be renewed every three years. This enhanced Essential 3 re-credentialing process consists of signing a revised *Code of Conduct*, completing safe environment retraining, and satisfying a background recheck.

Whenever the time comes for you to complete the Enhanced Essential 3 requirements, you will be contacted by the Archdiocese, your supervisor or your Safe Environment Site Coordinator and provided with instructions for completing this re-credentialing. I appreciate your cooperation in this process. Together, we can work to protect God’s children and the most vulnerable among us. Thank you for your shared commitment to the achievement of this goal.

Sincerely in Christ,

Most Reverend Bernard A. Hebda
Archbishop of Saint Paul and Minneapolis



Essential 3 Checklist for New Volunteer

Background Check – *must be submitted and cleared prior to beginning volunteer role*

- Background check completed and cleared through the McDowell Agency. Background check results are printed or saved at the parish or Catholic school in a secure location.
- 123b (Form 3) Bureau of Criminal Apprehension search completed through the McDowell Agency.
 - Volunteer must sign and return 123b form to parish or Catholic school.
 - Parish or Catholic School must fax (651-644-3877) or email (admin@mcdowellagency.com) form to the McDowell Agency to run.
- Volunteer Application Form (Form 1) completed by volunteer and returned to parish or Catholic School.
 - The “best practice” is to contact the two references provided by the new volunteer.

Safe Environment Training – *VIRTUS Protecting God’s Children (PGC)*

- Volunteer already attended VIRTUS, or is pre-registered to complete VIRTUS PGC training within 30 days of starting volunteer role.
 - If a volunteer will be serving as a chaperone going off-site with youth or vulnerable adults, they must complete VIRTUS PGC prior to going off-site.

Code of Conduct

- Volunteer read and signed the *Code of Conduct Adult Volunteer Who Interact with Minors or Vulnerable Adults* (2016 version) prior to beginning volunteer role.
- Volunteer completed Code of Conduct training through their VIRTUS account prior to beginning volunteer role (implemented Jan. 2017).
 - You may confirm the training was completed by reviewing the volunteer’s VIRTUS account.

Mandatory Reporting Training

- Volunteer completed Mandatory Reporting Training through their VIRTUS account prior to beginning volunteering (implemented Jan. 2017).
 - You may confirm the training was completed by reviewing the volunteer’s VIRTUS account.

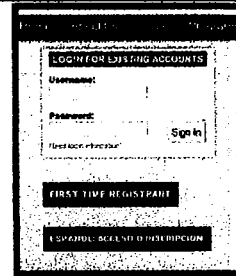
Registration Instructions for New Users

If you have already attended a VIRTUS session, **please do not complete this registration process.** You will need to contact your parish or Catholic School Safe Environment Coordinator in order to gain access to your already existing VIRTUS account. If you did previously attend, you will need the "Guide for Current Employees & Volunteers." Your local SE Coordinator can provide a copy of that guide for you.

Before or after attending a live session of Protecting God's Children, all participants must register with VIRTUS Online. Only do this if you have not already created a VIRTUS account.

Go to <http://www.virtusonline.org>

On the left side of the screen, click the "First-Time Registrant."



To proceed, click on **Begin the registration process.**

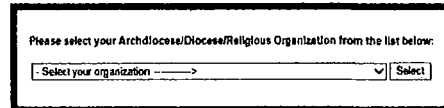
*(If you do not know which session you wish to attend, select **View a list of sessions.**)*



Choose the name of your organization:

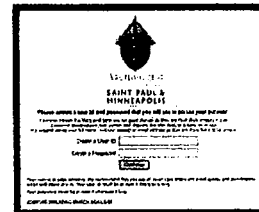
St. Paul and Minneapolis (MN), Archdiocese from the pull-down menu, by clicking the downward arrow and highlighting your organization.

Once your organization is highlighted, click **Select.**



Create a user ID and a password you can easily remember. This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred user ID is already taken, please choose another ID. We suggest the use of email addresses as user names.

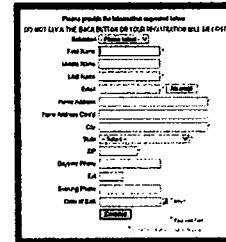
Click **Continue** to proceed.



Provide all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number and Date of Birth. (Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.

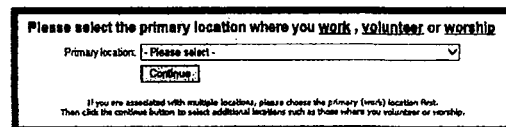
If you do not have an email address, consider obtaining a free email account at Gmail, or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.



Select the **PRIMARY** location of where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

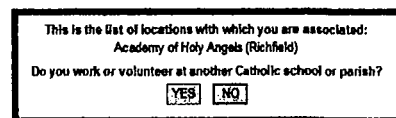
Note: If you work or volunteer at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).)



Your selected location(s) are displayed on the screen.

Select **YES**, if you need to add secondary/additional locations. (Follow instructions in previous step to select additional locations.)

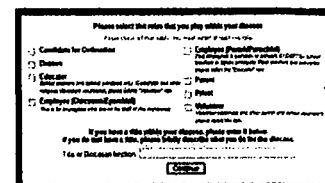
Otherwise, if your list of locations is complete, select **NO**.



Select the role(s) that you serve within the Archdiocese and/or parish/school. (Use descriptions supplied, to help determine appropriate role(s) to select.)

Please check **all** roles that apply.

Additionally, enter your specific title or role in the box provided [which best describes your role(s)] – i.e. Catechist, Coach, Deacon, DRE, Eucharistic Minister, Math Teacher, Pastor, Room Mom, Seminarian, etc). **This will help your parish or Catholic School.**



Registration Instructions for New Users

Click **Continue** to proceed to the next screen.

Please select any **additional** roles that may apply. Only select "Volunteer Leadership" if you are serve as a Trustee, Parish Council, Finance Council, or School Board Member.

Click **Continue** to proceed.

Answer two (2) YES/NO questions.

Click **Continue** to proceed.

Please answer **YES** or **NO** to the following questions:

Have you ever had a background check conducted by the Archdiocese of St. Paul & Minneapolis, or a Catholic school or parish within the Archdiocese?

If you answered "Yes" to either question above, please indicate the location where you had a background check (by selecting that location from the dropdown list provided):

You must contact staff at the new location where you will be serving, to complete a form for sharing a background check report dated not more than two years ago.

Click **Continue** to proceed.

Please answer **YES** or **NO** to the following questions:

Are you a priest, deacon, church personnel, volunteer leader (only the roles of Trustee, Parish Council, Finance Council, School Board Member) or a volunteer?

As clergy, employee and/or volunteer, do you drive others as a part of your position responsibilities? If unsure, please contact your supervisor or site coordinator.

As clergy, employee, and/or volunteer, will you be responsible for handling \$250 or more as part of your position responsibilities? If unsure, please contact your supervisor or site coordinator.

Click **Continue** to proceed.

If you drive others as part of your position responsibilities, you are required to have a motor vehicle records background check.

(Please enter your driver's license information, as requested on the screen).

Click **Continue** to proceed.

As an employee and/or volunteer, please read the **Summary of Rights Under the Fair Credit Reporting Act Consent** form.

To proceed, click on the box containing the following statement:
I have downloaded and read the Summary of Rights Under the Fair Credit Reporting Act

Please read the **Consumer Report Disclosure** document.

Please answer **YES** or **NO** to the following questions:

Are you applying for employment in California, Minnesota, or Oklahoma?

If so, would you like a copy of any Consumer Report prepared on you?

Enter your Full Name (first, middle and last) in the box provided on the screen. (i.e. John D. Smith)

Enter Today's Date (i.e. mm/dd/yyyy)

To proceed, click on the box containing the following statement:

By typing my name and today's date, I state that I have the Consumer Report Disclosure.

Please answer **YES** or **NO** to the following questions:

Have you ever pled guilty or been convicted of sexual abuse, physical abuse, criminal sexual misconduct, other types of abuse, fraud, financial misconduct, or any other crime (except minor traffic offenses)?

Has any civil or criminal complaint been made or investigation been conducted because of allegations that you engaged in physical abuse, sexual abuse, sexual harassment, sexual exploitation, fraud or financial misconduct?

Have you ever resigned from a job or been discharged by a previous employer for reasons relating to allegations that you engaged in physical abuse, sexual abuse, sexual harassment, sexual exploitation, fraud or financial misconduct?

Have you lived, worked or studied abroad for a total of 12 or more months in the previous 10 years?

If you answer yes to any of these questions and you are an employee or volunteer at a school or parish, please see your employer or supervisor. If you are clergy or employed directly by the Archdiocese, please contact the Director of Ministerial Standards and Safe Environment at 651-291-4400.

Click **Continue** to proceed.

To complete a **Background Check**, click on the designated **link**: **Begin McDowell Agency Background Check**.

This **link** will direct you to McDowell Agency's secure website.

Archdiocese of St. Paul & Minneapolis

Misconduct Questions

Answers to all questions are required.

Please answer YES or NO to the following questions.

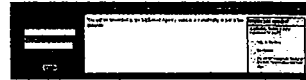
- 1 Have you ever pled guilty, or been convicted of sexual abuse, physical abuse, criminal sexual misconduct, other types of abuse, fraud, financial misconduct, or any other crime except minor traffic offenses? Yes No
- 2 Has any civil or criminal complaint been made or investigation been conducted because of allegations that you engaged in physical abuse, sexual abuse, sexual harassment, sexual exploitation, fraud or financial misconduct? Yes No
- 3 Have you ever resigned from a job or been discharged by a previous employer, or for reasons relating to allegations that you engaged in physical abuse, sexual abuse, sexual harassment, sexual exploitation, fraud or financial misconduct? Yes No
- 4 Have you lived, worked or studied abroad for a total of 12 or more months in the previous 10 years? Yes No

If you answer yes to any of these questions and you are an employee or volunteer at a school or parish, please see your employer or supervisor. If you are clergy or employed directly by the Archdiocese, please contact the Director of Ministerial Standards and Safe Environment at 651-291-4400.

Click **Continue** to proceed

Please complete your background check with McDowell Agency. By clicking on the link below, you will be directed to McDowell Agency's secure website. Information that you provide will be used by the McDowell Agency to securely complete a background check, and if applicable, a credit and DMV check.

You will be forwarded to the McDowell Agency website automatically in just a few seconds...



To proceed with your **Background Check**, enter your Social Security Number into the designated field.

Click **Submit** to proceed. The page will take a moment to load.

THE McDOWELL AGENCY, INC.

The following information will be used only by the Background Screeners.

Please enter the following information:

Social Security Number:

If you have **not** attended a **VIRTUS Protecting God's Children Session**, choose **NO**.

Otherwise choose **YES**.

Have you already attended a VIRTUS Protecting God's Children Session?

If you chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS Protecting God's Children sessions** scheduled for the Archdiocese of St. Paul and Minneapolis (MN).

When you find the session you wish to attend, click in the circle next to that date -- then click **Complete Registration**.

(If you chose **YES** during the previous step, **skip** this step.)

Attending VIRTUS Protecting God's Children Sessions

Session: VIRTUS Protecting God's Children

Date: 09/29/17

Time: 9:00am - 10:00am

Location: St. Paul

Language: English

Session Description: This session is designed to help you understand the signs and symptoms of child sexual abuse and how to respond appropriately. It will also cover the importance of reporting any concerns to the appropriate authorities.

Registration Fee: \$0.00

Session Status: Open

Registration Deadline: 09/29/17

Registration Code: 123456

Registration Link: [Click Here to Register](#)

If you chose **YES**, you will be presented with a list of all **VIRTUS sessions** conducted in the Archdiocese of St. Paul and Minneapolis.

Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**

Please select the session you attended

-- Please select --

A message will appear on your screen, confirming completion of the **VIRTUS registration process**.

If you correctly entered your email address, you will receive an email confirming your registration.

If you have questions about the registration process, please contact your parish or Catholic School Safe Environment Coordinator.

Please click the **"Go to VIRTUS Online"** box so that you can complete the **Mandatory Reporting and Code of Conduct Training**.

Thank you for completing the registration process.

Thank you for registering for a Protecting God's Children session and with VIRTUS Online. You will receive an email confirming your registration for the session you selected.

After you attend your session, your account request will be reviewed by your Coordinator. You will be notified via email when your VIRTUS Online account is activated.

It is our goal to provide you with the best possible experience. If you have any questions or concerns, please contact us at 651-291-4400. We are here to help you get started with VIRTUS Online. Thank you for your participation.

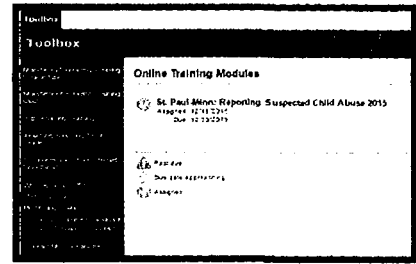
Registration Instructions for New Users

You are now in the "Toolbox" of your VIRTUS account. Click on:

"St. Paul-Minn: Reporting Suspected Child Abuse 2015."

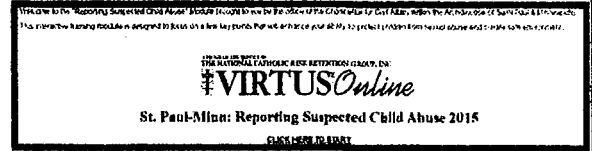
The training is required for all employees as well as volunteers who interact with or vulnerable adults. The training must be completed prior to starting as an employee or volunteer.

When you click on the link, a new window should open. You may need to allow for pop-ups on the VIRTUS website (depending on your browser and security settings).



You are now in the "Reporting Suspected Child Abuse" Module. Please click the blue link:

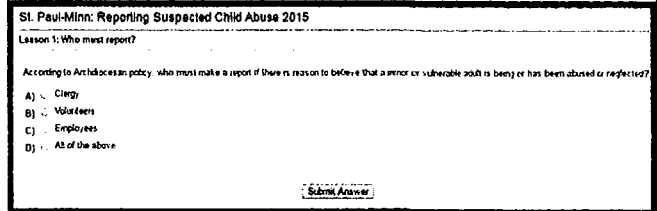
[CLICK HERE TO START](#)



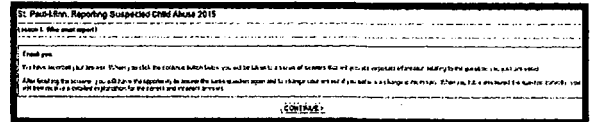
The training module is divided into 5 lessons. For each lesson, the module is designed as follows:

- 1) You will be asked a content question. For each question, select the answer you view as correct. Then click "Submit Answer."
- 2) You will then see a screen that says "Thank you. We have recorded your answer..." Please click on the Continue button at the bottom of the screen.
- 3) Next you'll click through several screens of content that pertain to reporting suspected abuse. Please read through each screen, then click the "Next" button. When you reach the last screen of content, there will be a "Continue" button.
- 4) After reviewing the content, you will be asked to review the question and answer from the beginning of the lesson. Please select the answer that you view as correct having read the content. An incorrect answer will require you to resubmit an answer until you correctly answer the question.
- 5) When you answer correctly, you'll proceed to a screen that says "Correct!" in green font. Then select "Continue" at the bottom to proceed to the next lesson of the training.
- 6) After proceeding through the 5 lessons, you will see a screen: "Thank you for completing the 'Reporting Suspected Child Abuse' Module. Click here to close this window." Please click the link to close the window.

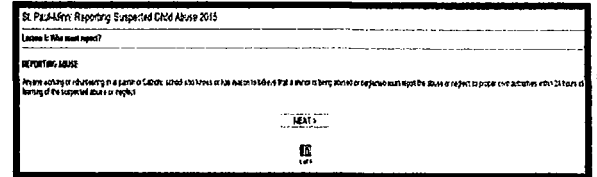
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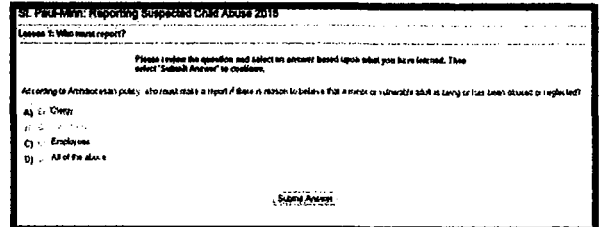
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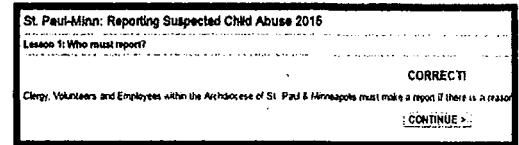
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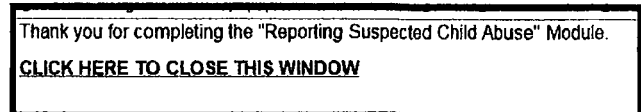
4



5



6



You will then be directed to complete: reading the Code of Conduct, viewing Code of Conduct training, and signing the Code of Conduct.

Click on the yellow link for "Code of Conduct." Proceed as follows:

1) Then select your role (Clergy, Church Personnel, Volunteer). Click the gray box for "Continue."

1

2) Watch the 22-minute video on Code of Conduct Training.

2

3) Read the appropriate Code of Conduct for your role.

3

4) Answer the 6 comprehension questions that pertain to the Code of Conduct.

4

5) After answering the 6 questions, click "Continue" at the bottom of the screen.

5

6) Then sign and date acknowledgement of the Code of Conduct. Click the gray box to "Acknowledge Code of Conduct" to complete the registration process.

6

You should now be redirected to your VIRTUS account page. The registration is complete. Please contact the Safe Environment Coordinator at your parish or Catholic School with any questions. Be sure to sign-in at the VIRTUS session you attend.

Your participation in the Enhanced Essential 3 will make our local Church a safe environment for all. Thank you for doing all that you can to protect God's children, particularly the most vulnerable among us!

St. Michael Catholic Church Prior Lake, MN

VOLUNTEER APPLICATION AND INFORMATION

This form is meant to serve as an information resource for parishes and Catholic schools in the Archdiocese. It will not be submitted as part of the background check process to the McDowell Agency. All volunteers who have regular or unsupervised interaction with minors or vulnerable adults must return a completed form to their parish or Catholic school ***prior to beginning volunteer responsibilities.***

Name: _____
Last
First
Middle

Address: _____
Street Address

City
State
Zip

Business Phone: _____ Home Phone: _____

Volunteer Position: _____

What interested you in this position? _____

Thank you for your interest in volunteering at your parish or Catholic school within the Archdiocese of St. Paul & Minneapolis. We appreciate your willingness to work with our minors and/or vulnerable adults. We know that as a volunteer you have the highest concern for those to whom you are ministering. In order to protect the most vulnerable among us, as well as our employees and volunteers, we ask that all volunteers in positions involving minors or vulnerable adults answer the following questions.

1. How long have you been associated with your parish or Catholic school? _____

2. If you have been associated with your parish or Catholic school for less than five years, list names and addresses of other churches you have attended.

3. Are you age 18 or older? (circle one) Yes No

4. Do you have family members who participate in the program for which you are volunteering? (circle one) Yes No

5. Please list any skills, training, education, or other factors that have prepared you for work with minors or vulnerable adults.

6. Please provide at least two professional references that we may contact. Ideally at least one of these would come from a previous volunteer leadership position.

a. Name: _____ Phone Number: _____
 Relationship: _____

b. Name: _____ Phone Number: _____
 Relationship: _____

7. Please describe prior volunteer experiences within the previous 5 years. (Attach additional sheets if needed.)

a. Organization: _____

Address: _____
 Street Address City County State Zip

Supervisor: _____ Phone Number: _____

Volunteer Position: _____ From (Mo. /Yr.) _____ To (Mo. /Yr.) _____

Duties: _____

b. Organization: _____

Address: _____
 Street Address City County State Zip

Supervisor: _____ Phone Number: _____

Volunteer Position: _____ From (Mo. /Yr.) _____ To (Mo. /Yr.) _____

Duties: _____

8. **Misconduct Questions.** These will be cross-referenced with the results of your background check.

1) Do you have a criminal history (except minor traffic offenses)?
 _____ Yes _____ No

If yes, when and please explain in detail: _____

2) Have you ever been the subject of a criminal investigation involving an allegation of sexual abuse?
 _____ Yes _____ No

If yes, when, and please explain in detail, including how the matter was resolved: _____

3) Has a civil or criminal complaint ever been filed against you alleging physical abuse or sexual abuse?

Yes No

If yes, when, and please explain in detail, including how the matter was resolved: _____

4) Have you ever failed to report sexual abuse as required by law or policy? Please note that all volunteers in the Archdiocese are considered mandated reporters.

Yes No

If yes, when, and please explain in detail, including how the matter was resolved: _____

5) Has your employment ever been terminated or have you been disciplined for reasons relating to allegations of inappropriate conduct with minors, child abuse, or sexual misconduct of any kind?

Yes No

If yes, when, and please explain in detail, including how the matter was resolved: _____

8. I have received, read, and understood a volunteer position description for this ministry, read and signed the Volunteer Code of Conduct, read my site's Policies booklet, and read and understood Harassment/Offensive Behavior Policy. (This is done electronically)

(initial) Yes No

I agree to observe all of the Parish/School/Archdiocese guidelines and policies applicable to my volunteer service.

The information provided on this form is correct to the best of my knowledge. I understand that not answering the above questions truthfully and completely is grounds for rejection of my application or dismissal from the volunteer position.

I understand that in signing this document, I authorize verification of this information through communication with any person or organization noted herein. With regard to the verification of information process, I release from liability my parish or Catholic school, and the Archdiocese of Saint Paul and Minneapolis, as well as any person or organization which provides such information, so long as all parties acted in good faith and without malicious intent.

I understand that policies are in place to maintain a safe environment for all employees, participants and volunteers, and I promise to faithfully follow all such policies.

Signature _____ Date _____

St. Michael Catholic Church

16311 Duluth Ave SE
Prior Lake, MN 55372

123B.03 and the Minnesota Predatory Offender Registry *INFORMED CONSENT*

The following named individual has made application for employment or volunteer service with an organization, St. Michael Catholic Parish, which utilizes The McDowell Agency to run criminal background checks

Last Name of Applicant (please print): _____

First Name (please print) : _____

Middle (full)(please print): _____

Maiden, Alias or Former(please print): _____

Date of Birth: _____ **Sex** (M or F): _____
Month/Day/Year

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to The McDowell Agency and to St. Michael Catholic Church pursuant to Minnesota State Statute 123B.03 for the purpose of employment or volunteer service at the organization named above which utilizes the services of The McDowell Agency.

This release is valid for one year from the date of my signature.

Signature of Applicant _____ **Date** _____

I hereby authorize and grant my informed consent to the Minnesota Bureau of Criminal Apprehension to release to The McDowell Agency and to St. Michael Catholic Church any information contained about me in the **Minnesota Predatory Offender Registry**, including, but not limited to, information related to offenses which may have occurred when I was a juvenile.

I hereby release the Minnesota Bureau of Criminal Apprehension and The McDowell Agency and the St. Michael Catholic Church from any and all actions and causes of action, of any kind and nature whatsoever, past, present and future, arising out of the release of information obtained with this consent.

This release is valid for one year from the date of my signature.

Signature of Applicant _____ **Date** _____