



FOR THE SAKE OF GOD'S CHILDREN

Section Two BACKGROUND CHECKS

DIOCESE OF WILMINGTON
Revised 2015

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THOSE REQUIRED TO HAVE A BACKGROUND CHECK

Church Personnel who are required either by law or by the Standards of the Diocese of Wilmington to have a background check prior to participating in ministry or activities where they are involved on a regular recurring basis with youth and young people are identified in the catalog that follows.

Regular and recurring is defined as five hours or more in any given year.

Those in Part I of the Catalog which appears in this section of the manual are those individuals whose background check will be conducted by the investigating agency engaged by the Diocese of Wilmington. Those in Part II of the Catalog (appears in this section of the manual) are required to have the background check conducted by a state law enforcement agency.

Additions for those required to have a background check conducted by the investigating agency (Part I of the Catalog) may be made subject to the approval of a Pastor, School Administrator or Safe Environments Coordinator.

Any staff member in a parish, school or at the diocesan level wishing to place a volunteer or hire a new employee should be aware of the requirement for a criminal background check to be on file *prior* to the person's service. An employee or volunteer may not begin their work with students or young persons until the criminal background check is on file and a clearance certificate has been issued through the Diocesan Office of Safe Environments.

Diocesan policy requires that all background checks for those working with young people are renewed every five years.

Processing for Religious Women and Brothers: For the Sake of God's Children

All religious women and brothers including novices and those who are pre-postulants or postulants who:

- are in ministry and living in the Diocese of Wilmington
- are ministering in the Diocese of Wilmington with residence elsewhere
- are living in the Diocese and in ministry elsewhere

will be required to complete a criminal background check, ethical standards and the educational process as defined by the Diocesan safe environment program. The major superior will be asked to provide the approved suitability statement for each of these individuals.

Commentary:

If the religious sister or brother has completed the criminal background check and education in another diocese within five years and can provide a copy of the CBC and verification of education these will be acceptable. The ethical standards for the Diocese and the suitability statement will still be required.

If an individual is to be hired by a parish/institution the processes should occur prior to hiring. The CBC and ethical standards as well as the education can be provided at the local level (parish or institution). The suitability statement will be forwarded to the Delegate for Religious at the Diocesan Offices.

Delegate for Religious
Diocese of Wilmington
1626 N Union St
Wilmington DE 19806

Copies of the CBC and suitability statements will be electronically filed and retained permanently. Access to these files is limited to the Delegate for Religious, Coordinator of Safe Environments, Vicar General, Chancellor or Bishop.

Policy requires that background checks be renewed in the Diocese of Wilmington every five years. The parish and or individual will be notified 2 months in advance.

PART I: CRIMINAL BACKGROUND CHECKS WILL BE CONDUCTED BY AN INVESTIGATING AGENCY HIRED BY THE DIOCESE FOR THE FOLLOWING:

Section A: All priests and deacons living/ministering in or incardinated with the Diocese

Section B: Religious Education Programs

All Catechetical Leaders to include but not limited to:

Directors of Religious Education
Coordinators of Religious Education
PREP Catechists
Classroom Aides
Session Principals
Sacramental Preparation Team Members
RCIA adapted for Children Team Members
Hall Monitors
Special Events Teams (Seasonal Programming)
Vacation Bible School Teams

Section C: Schools

Volunteers
Coaches
Sponsors of extra-curricular activities
Persons who provide services from other organizations (Reading Assist tutors, Title One Assistants, etc.) unless their organization provides a copy of a criminal background check deemed acceptable by the Catholic Schools Office.

Section D: Catholic Youth Ministry

Persons hired or appointed by parishes as:

- Director of Youth Ministry
- Coordinator of Youth Ministry
- Youth Minister
- Primary Youth Ministry Contact
- Youth Ministry Council/Team
- Confirmation Team
- All Chaperones
- Anyone driving youth to/from an event
- All Regular Volunteers
- All Head Coaches
- All Assistant Coaches
- Athletic Association Presidents
- All CYM Board and Committee Members
- Sports Coordinators
- Scouting

Section E: Parish Ministries

Music or Liturgy Director **who have regular contact with children.**

Secretary, Bookkeeper, Business Manager **who have regular contact with children.**

Grounds and Maintenance Personnel

Any volunteer **who ministers to or works with minors in the following areas.**

Liturgical ministers who train servers

Sacristans

Liturgical ministers who train children's choirs

Adults who train youth lectors

All nursery volunteers 18 and over. Those under 18 are not required to have a background check but should not attend to children without cleared adult supervision.

Section F: Diocesan Staff

All paid employees/volunteers.

**PART II: IN ACCORD WITH THE LAW, CRIMINAL BACKGROUND CHECKS
WILL BE CONDUCTED BY THE STATE OF MARYLAND OR DELAWARE
FOR THE FOLLOWING:**

Catholic Schools

Principals

Other school administrators (Assistant Principal, Director of Admissions, Director of Development, etc.)

Teachers

Classroom Assistants and Aide Guidance Counselors

School Nurses

Preschool and Early Childhood Workers

Office Staff

Before/After School Workers

Cafeteria Workers

Maintenance/Janitorial staff

CATHOLIC CHARITIES PERSONNEL

Counselors on staff with Catholic Charities working with families and children.

Residential Care Facility Workers

Volunteers working with Children

PROCEDURES

PROCEDURAL INFORMATION FOR BACKGROUND CHECKS CONDUCTED BY THE INVESTIGATING AGENCY (Applies to those in PART I of the Catalog)

SCREENING FORM

The screening form for a background check to be conducted by the investigating agency will have several parts: personal information, court information, employment information (if applicable) and volunteer information.

Online Background Application: After completion of the application, a copy will be sent to the Office of Safe Environments.

Paper Application Form: Part 1 Background Check --this part is used by the investigating agency in the actual check of a person's criminal history. Part 2 will be returned to the Office of Safe Environments.

AT THE PARISH, SCHOOL OR DIOCESAN LEVEL WHAT MUST OCCUR?

1. The **screening information for criminal background checks** is given to any **current and prospective parish and diocesan employees and volunteers** who will have regular recurring contact with minors or young people (five hours or more a year). This form must be completed in its entirety and returned to the investigating agency.
2. Before engaging in ministry all **new employees and volunteers** who have regular contact with minors must also complete and submit the Screening Application for a criminal background check.
3. **Applicants for the seminary and diaconate** are screened as part of their admissions interview.
4. **Priests, Deacons and Religious assigned to ministry or who reside in the Diocese will comply with the suitability process of the Diocese.**

COMPLETING THE SCREENING FORM FOR AGENCY INVESTIGATION

In the schools/parishes, all employees, volunteers, religious, deacons and priests may obtain the form or the entry code from the person responsible for the ministry in which the individual will be engaged, from the pastor or his designee, or may download it from the Diocesan Website.

To use the online background screening application visit: <https://www.cognitoforms.com/BaseEntIncBackgroundScreeningVolunteer>. It will be necessary to contact the person responsible in the parish or school to obtain the necessary "Entry Code" that is needed in order to use the online application. For employees or applicants for employment: <https://www.cognitoforms.com/BaseEntIncBackgroundScreeningEmployment>.

At the Diocesan level forms are available through the Office of Safe Environments or can be downloaded from the Diocesan Website at www.cdow.org.

REPORTS OF CRIMINAL BACKGROUND CHECKS BY INVESTIGATING AGENCY

Requests for a criminal background check application are initiated by an individual seeking to be employed and or/volunteer. The completed form is sent directly to the investigating agency (Hyden Associates) and a copy should not be retained locally.

In like manner the reports from either Hyden Associates or the state agency should not be retained locally except where school policy indicates otherwise.

Because of the confidential nature of information which could be obtained through a criminal background check, these will be conducted with great care and sensitivity and in keeping with the confidentiality policies of the Catholic Diocese of Wilmington and State and Federal laws.

The results of the Criminal Background Check will be forwarded in a confidential file to the Coordinator of Safe Environments and a copy sent to the individual by the Investigating Agency.

PROCEDURAL INFORMATION FOR BACKGROUND CHECKS REQUIRED BY LAW

*******(Applies to those in PART II of the Catalog)*******

All principals, assistant principals, teachers, nurses, early childhood workers, guidance counselors, librarians, before and after school workers and staff (office, classroom assistants/aides, maintenance, cafeteria workers) will have a criminal background check as required by law in either the state of Delaware or Maryland. School Personnel should contact the Catholic Schools Office Personnel Coordinator at 302-573-3133 for instructions.

Child care workers, residential facility employees and those engaged in counseling are required by the states of Delaware and Maryland to have a background check by the state in which they are employed.

PROCEDURAL INFORMATION FOR OBTAINING A CRIMINAL BACKGROUND CHECK IN THE STATE OF MARYLAND

For Maryland residents or those employed in the State of Maryland:

1. For employment purposes you must have an Agency Name (Diocese of Wilmington – Sr. Carroll Juliano) and the authorization number (93-0000-5772)
2. You must bring a valid form of government identification (Driver's License, Certificate of Naturalization, Passport, Alien Registration Card or Military Identification)
3. Fill out the attached form or you can download the form [Livescan Pre-registration Application \(docs/LiveScanPre-RegistrationApp.doc\)](#) and bring it to any fingerprinting center.
4. Bring payment of \$37.25 for a Full Background (State and FBI) for authorized agencies only (see attached). Major credit cards. Checks and money orders are accepted. Cash is not accepted at the State Operated Fingerprinting Centers.
5. The fingerprinting fee at the CJIS Central Repository is \$20.00 with no card limit. You may choose to have your fingerprints taken at another agency. Make sure to check with that agency for their fingerprinting fees as fees may vary. **PLEASE NOTE THAT ALL APPLICANTS WILL BE REIMBURSED FOR THE COST OF THE CRIMINAL BACKGROUND CHECK. SEND YOUR RECEIPT(S) TO THE HUMAN RESOURCE OFFICE, ATTENTION: DONNA JONES, 1626 NORTH UNION STREET, WILMINGTON, DE 19806.**
6. If you should have any questions, please call Human Resources at 302-573-3126.

**PROCEDURAL INFORMATION FOR RECEIVING A CRIMINAL BACKGROUND CHECK
IN THE STATE OF DELAWARE Applies to Part II of the Catalog.**

What is the process?

7. Schedule a fingerprint appointment with the Delaware State Police. They can be reached by calling 1-800-464-4357.
8. Receive a Fingerprint Verification form as proof of being fingerprinted.
9. Delaware State Police forward criminal results to the Criminal History Unit.
10. The Criminal History Unit conducts a child protection registry check.
11. If the Criminal History Unit determines that an individual is prohibited or unsuitable on a set protocol and pathway, you will be contacted.

Schedule of times and locations for fingerprint processing.

1. NEW CASTLE COUNTY (By Appointment Only)

Delaware State Police
Troop #2
100 Lagrange Ave. Newark, DE 19702
Tuesday and Thursday (excluding Holidays) 9:00 AM – 3:00 PM

Please call 1-800-464-4357 to schedule an appointment.

2. KENT COUNTY

Delaware State Police
State Bureau of Identification (Headquarters Complex)
Route 13, Dover, Delaware

Monday (Every other) 9:00 AM - 7:00 PM
Monday thru Thursday 9:00 AM - 3:00 PM
Excluding Holidays

Please call 1-800-464-4357 to schedule an appointment.

3. SUSSEX COUNTY

Delaware State Police (By appointment only)
Troop #4
Route 113, Georgetown, Delaware

Wednesday (Every other) 12:00 PM – 6:30 PM
Excluding Holidays.

Please call 1-800-464-4357 to schedule an appointment.

**PROCESSING THE REPORTS PROVIDED BY EITHER THE INVESTIGATING AGENCY
OR THE STATE OF MARYLAND OR DELAWARE**

Upon receiving the results of the CBC the Coordinator of Safe Environments and a review team with legal expertise will review the report based on the following criteria:

If there is no arrest, conviction, probation or deferred adjudication, finding, or a domestic violence protective order, the individual is eligible for placement and the appropriate supervisory personnel at the parish, school or Diocese will be notified with a cleared certificate.

If there has been an arrest, conviction, probation or deferred adjudication, findings, or a domestic violence protective order, the following factors will be considered in determining whether to place the individual with such a criminal record:

- a. type, frequency and severity of the offense
- b. maturity of the individual at the time of the offense
- c. nature of the work and qualifications required (i.e. is the offense an impediment to the ministry in which this person will work?)
- d. date of the offense

Where any one of the above criteria is present, the individual will have the opportunity to address the issue with the Coordinator of Safe Environments and the review team so that a determination of fitness for ministry participation can be made based on the information obtained.

If non-acceptance is based on the criminal background check and the individual feels that an error has been made by the investigating agency, the individual may choose to address this matter with the law enforcement agency that conducted the check.

DISQUALIFYING OFFENSES FOR ALL CHURCH PERSONNEL

Policy: No person may serve with minors who has ever been convicted of any disqualifying offense, been on probation or received deferred adjudication, findings or a domestic violence protective order or has presently pending any criminal charges of any disqualifying offense before a determination of guilt is made, including any person who is presently under deferred adjudication.

Disqualifying offenses are as follows:

- A. A felony or misdemeanor classified as an offense against the person or family.

Examples:

Offenses against the person include, but are not limited to, murder, assault, battery, sexual assault, injury to a child and abandoning or endangering a child.

Offenses against the family include, but are not limited to, bigamy, incest, interference with child custody, enticing a child, and harboring a runaway child.

- B. A felony or misdemeanor classified as an offense against public order.

Examples:

Offenses against public order include but are not limited to, prostitution, obscenity, sexual performance by a child, possession or promotion of child pornography.

- C. A felony or misdemeanor violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the State of Maryland or State of Delaware.

NOTE: While a serious offense, driving while intoxicated may not be a disqualifying offense for volunteering, but it does disqualify someone from driving any church vehicle or any other vehicle on church sponsored activities or events.

A Credit Check is NOT a part of the screening process.

Hispanic Volunteers

If an immigrant volunteer is somehow unable to produce evidence of a background check that person may provide volunteer services provided a “cleared” adult remain in the room with him/her. (3/28/06)

Review Panel

ROLE AND RESPONSIBILITIES

The Diocese has appointed a Review Panel of attorneys, all of whom are familiar with the Safe Environments Program. The specific responsibility of this panel is to review any criminal background investigative report presented to them by the Safe Environments Coordinator and determine the eligibility of the person for service in the Diocese.

All information is brought to the Panel without identifying data so that the individual’s identify is protected.

If the individual is determined to be ineligible for service, the Coordinator of Safe Environments conveys this in writing to the individual and to that person’s pastor. The information given to the pastor notes that clearance is not given, the specific causes are not noted.

Once the individual receives the determination of the Panel he or she may petition for a review. The individual may present information in written form or may chose to meet with representatives of the Panel. The results of the review are final and the individual is again notified in writing.

Should the review of a determination alter the status of the individual the Safe Environments Coordinator advises the Pastor of that change in writing.

The findings of the Review Panel are retained in a permanent file.

CONFIDENTIALTY

Application/screening information shall be treated as confidential. If any inaccurate information is provided by the applicant, or if information is not included which should have been, the individual will be considered to have falsified his/her application/screening form and thus ineligible for service. The individual receives a letter from the Coordinator of Safe Environments and is invited to review the inaccurate or missing information. The additional information gained from this discussion by the Safe Environments Coordinator is reported to the Review Panel who determines eligibility for service. The individual is then notified by mail of the decision of the Review Panel.

The **individual reports** resulting from a background check will be kept in restricted data files in the Safe Environments Office: -- one with an alpha listing of those whose applications/screening form provided information which prevents the individual from participating in the ministry and a second file in alpha order of all those who have been approved for consideration for ministerial participation.

All criminal background checks conducted by the State of Maryland or Delaware for school personnel will be kept in restricted files in the Diocesan Catholic Schools Office. Renewal forms for school personnel will be processed through the Safe Environments Office and filed in the Catholic Schools Office.

Criminal background checks conducted for all departments of the Diocese and will be retained in the individual's employee or volunteer file.

MAINTAINING RECORDS AT THE LOCAL LEVEL

At the parish level it is recommended that the cleared certificate for

All paid employees as well as the signature page for the Ethical Standards be retained in the individual's personnel file.

The cleared certificate/criminal background report for school personnel should be retained in the personnel files of the school as well as the Ethical Standards.

Volunteer information, both certificate of clearance and volunteer covenant, should be retained by the individual with whom the person volunteers.

It is suggested that a master file of all cleared certificates be maintained by the parish/school compliance coordinator.

Priests/Deacon information

The background information and ethical standards for all priests are retained in the Chancery Office. Background information and ethical standards for all deacons are retained in the Office for Deacons.

Parishes will not receive certificates for these individuals. The appointment of a priest or deacon by the Bishop to a parish/institution signifies that the individual is appropriately cleared for service.

FEE FOR BACKGROUND CHECK

FEE FOR INTERNAL INVESTING AGENCY

The fee for screening done by the agency identified by the Diocese is currently \$30.00 or \$35 if paid by credit card. The payment should be made to the parish who, in turn, will issue an entry code that is required for an online application. Parishes can purchase entry codes in bulk to be distributed to those seeking a background application.

Or

In the event the parish will be paying for the background check, the individual should deliver the completed screening form in a sealed envelope to the parish office. The individual should sign the envelope across the seal. The parish should then forward the amount necessary to the investigating agency with the sealed envelopes.

If the background application is completed on line and an entry code is received from the parish, the application will go directly to the investigating agency.

FEE FOR STATE BACKGROUND CHECKS

The fee for a criminal background check through the state of Maryland and /or Delaware varies.

ACCOUNTABILITY/COMPLIANCE

1. The individual volunteer or employee assumes responsibility to complete a criminal background check prior to being cleared for ministry in parish or diocesan service.
2. A listing of all cleared individuals within a given area of ministry or activity who are eligible for service in parish or diocesan ministry will be maintained at the parish/diocesan level.

The term **“cleared”** means that the results of the criminal background check make them eligible to be placed in service in a diocesan/parish ministry.

COMPLIANCE PROCESS

Basic Principles/Guidelines

1. The implementation of the program will reflect what is right and reasonable.
2. Consistent application of the program will be the norm: e.g. background checks, standards/covenants etc.
3. Implementation will rest at the local level with the Pastor, Principal, Catechetical Leader, Youth Ministry Coordinator and Athletic Association President.
4. The role of the Diocesan Offices is to support and assist with local implementation.

Parish / Local Gatekeepers

1. Parishes should identify one person who will be responsible for compliance, for being sure that the records are in order and that the program is being monitored by the individuals with ministry responsibility. This person will be the parish Compliance Coordinator. A sample job description appears on page 23 of this section.
2. Principals, Directors of Religious Education, and Youth Ministers are responsible for knowing the status of implementation within their programs. This means that they are to have accurate records on the status of the background checks, the standards or covenants and any educational processes which have been undertaken within their area of responsibility for the program.
3. Athletic Association Presidents are responsible for the status of implementation with coaches and volunteers working with the programs so that the required documents are completed and filed and any education required has been completed.

Diocesan Responsibilities

Offices working with schools, religious education programs, youth ministry and athletic associations will integrate a compliance review into their existing processes:

Religious Education Office
Catholic Schools Office
Catholic Youth Ministry
Athletic Programs

Annually, required orientation for all NEW: principals, directors of religious education, coordinators or directors of youth ministry, pastors, newly ordained and athletic association presidents. This would include education on “For the Sake of God’s Children” process and content, as well as an understanding of their responsibilities for the program, and information on how to educate those new to the ministry in the parish community. This session is conducted by the Diocesan Staffs responsible for these areas of ministry and coordinated by the Coordinator of Safe Environments.

The Diocese has established a Diocesan Compliance Oversight Committee with responsibility to monitor the level of compliance within the Diocese and to review the program/policies as required. This committee reviews and recommends any changes or revisions to policy, recommending such to the Vicar General who in turn, will discuss the recommendations with the Bishop and Review Board.

BACKGROUND CHECKS

The tracking of the status of individual background checks is done locally, meaning at the parish/school level. The appropriate gatekeeper should know who is to have a background check in accord with the guidelines set by the Diocese and should track if the background checks have been applied for, completed, and/ or need renewal. (Five years or older)

The Schools Office retains copies of all background checks for teachers/principals and is looking at a new employee report which will facilitate monitoring of the compliance level.

Currently the Schools Office provides an annual report to parishes on the status of compliance within the schools.

Religious Education has a turnover rate of approximately 1/3 annually. The cleared for service records are maintained locally. The catechists file now has an indicator on the front cover which stipulates whether the individual is cleared for service in the Diocese. Annually the Safe Environments Office conducts an audit of the rosters for all religious education programs.

Standards

Annually the person responsible at the local level should see that the standards are reviewed with all paid employees. These forms are only signed at the time of hire and are thereafter maintained in the personnel file.

Volunteer covenants are to be completed annually and filed for every cleared volunteer. These are to be kept at the local level with the information maintained on volunteers.

ROLES AND RESPONSIBILITIES

ROLE OF THE INVESTIGATING AGENCY

1. Receive Screening Forms from the individuals or parishes for criminal background check.
2. Conduct background check for each employee or volunteer.
3. Notify Safe Environments Coordinator and individual of results of background check.
4. Be available to those whose background check requires further information on the individual.
5. Provide a database to the Safe Environments Coordinator of those cleared for service by the Charter Identification # assigned to each parish/school or institution.
6. Maintain the process/procedures established with the Safe Environments Office.

ROLE OF SAFE ENVIRONMENTS OFFICE

1. Work with investigating agency to implement the approved process.
2. Provide forms to diocesan offices or programs and to parishes for use with individuals needing to complete a screening form for service as part of educational materials.
3. Receive information about those whose background check needs to be reviewed by the Review Panel. Meet with the Review Panel to discuss possible issues relative to whether individual will be cleared for service. Report the determination of disqualification to the Moderator of the Curia and the Pastor of the parish indicated by the individual as well as to the individual. The report only indicates that sufficient grounds exist to disqualify the individual from service. Should the individual petition for a hearing with the Review Panel, the Coordinator of Safe Environments sets this meeting up and is in attendance with one or two members of the panel. The results of this review are noted on the file including the final determination. Any change in qualification is reported to the individual and the pastor.
4. Maintain files and databases of those cleared for service and those not cleared. Provide parishes and Diocesan offices responsible for the related ministries the list of those cleared for service on a monthly basis.
5. Maintain a historical record of the causes for disqualification to provide a consistent basis of action on the part of the Review Panel.
6. Conduct an audit of the databases on a periodic basis.
7. Catalog all background checks and as a five year cycle occurs notify the parish of the individual(s) who will need to renew their background check for continued service.
8. Monitor returned background checks for those which have expired and update database indicated renewal.

ROLE OF THE INDIVIDUAL

1. Obtain and complete the screening form.
2. Submit the form with the appropriate check.
3. Review the results of the criminal background check for accuracy.
4. Check with parish contact to be sure they have received cleared for service notice and at that time complete Volunteer Covenant or Standards Acknowledgement Form.
5. Update individual information relative to any incident which may jeopardize one's ability to continue in service in the Diocese; any arrest, change of name, address or phone number, car/insurance information.
6. Receive, review and fully understand the applicable Diocesan Standards. Submit signed Acknowledgement of Receipt Form or for volunteers the Volunteer Covenant.
7. Review and act in accord with all Diocesan policies applicable to area of ministry.
8. Every five years background checks will be renewed by the individual who wishes to continue in service in the Diocese.

ROLE OF PARISH/SCHOOL/DIOCESAN CONTACT

1. Provide screening forms to those needing background checks.
2. Maintain a list of cleared individuals in each area of service.
3. Accept for service only those who have been cleared for service.
4. Advise those completing the form of the financial responsibility.
5. Follow procedures for submission of screening form. Provide parish charter number to individuals filling in a form.
6. Provide information about time/location of service, for those who are required by law to have their background check conducted by a law enforcement agency.
7. Ensure that the Standards Acknowledgement Form has been received, reviewed and is signed filed for each person.
8. Insure that individuals are aware of applicable Diocesan policies in the area of ministry in which they are engaged.
9. Identify an individual who will serve as local compliance person for the program and whose responsibility it is to process criminal background checks and monitor compliance with the Diocesan Program.

**DIOCESE OF WILMINGTON
JOB DESCRIPTION**

TITLE: Compliance Coordinator Parish:

ACCOUNTABILITY: Pastor

POSITION DESCRIPTION:

Provides on site coordination for the organization and filing of cleared certificates for all those who have completed background checks. Compiles the ethical standards/volunteer covenants for all church personnel engaged regularly with children. Monitors and initiates the reports on education activities as requested by the Safe Environments Office.

PRIMARY RESPONSIBILITIES:

1. Work with the individuals responsible for ministries/activities to ensure timely completion of the applications for criminal background checks.
2. Organizes the parish file of cleared certificates and provides copies to those responsible for various ministries.
3. Organizes the collection and appropriate filing of standards/covenants on an annual basis.
4. Works with the individuals responsible for the various ministries/activities to compile and report on all educational activities in the parish on an annual basis.
5. Receives the electronic transfer of newly certified individuals and those whose certifications will be expiring. Prints, files, distributes as appropriate and responds to Safe Environments Office as needed.

QUALIFICATIONS:

1. Commitment to the Diocesan Mission.
2. Excellent organizational and communication skills.
3. Trained in the safe environment program/processes: For the Sake of God's Children.
4. Ability to be an effective team leader. Able to develop a leadership role within a team.
5. Commitment to the implementation of sexual abuse policies and procedures of the Diocese.
6. Recognizes and adheres to the confidentiality required by this position.

ENVIRONMENTAL AND WORKING CONDITIONS:

While the majority of work time will be in an office setting, an occasional diocesan training meeting will be required.

7/14