

Youth Ministry & Youth in Ministry Safe Environment Documents

Minors ages 16-17 are required to complete the following to remain active in ministry at St. Thomas More:

1. Protecting God's Children Training (PGC) - Certificate of Completion. Print certificate.
<http://www.virtusonline.org>

2. Catholic Diocese of Rockford's Code of Pastoral Conduct. Sign acknowledgement receipt and read document online.
http://www.rockforddiocese.org/pdfs/safe-environment-program/pastoral_conduct_en.pdf

3. Catholic Diocese of Rockford's Sexual Misconduct Norms. Sign acknowledgement receipt and read document online.
<http://www.rockforddiocese.org/pdfs/safe-environment-program/2016-Sexual-Misconduct-Norms.pdf>

4. Catholic Diocese of Rockford's Guidelines for Youth and Those Working with Youth. Sign acknowledgement receipt and read document online.
<http://www.rockforddiocese.org/pdfs/safe-environment-program/Guidelines-Youth-Sept-2017.pdf>

5. Catholic Diocese of Rockford's Code for the Pastoral Use of Technology and Social Media. Sign acknowledgement receipt and read document online.
http://www.rockforddiocese.org/pdfs/safe-environment-program/Diocesan_Code_with_Signature.pdf
Use password: **dmalloy!**

Registration Instructions

Select the role(s) that you serve within your organization. Please check **all** roles that apply.

Additionally, please enter your title in the box provided (which best describes your role with the Diocese – ie Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Room Mom, Seminarian, etc).

Click **Continue** to proceed.

Please select the role(s) that best apply within your Diocese.

Employment/Ministry Role(s) Priest Deacon Eucharistic Minister Catechist Other Educator Other

Other:

If you have already attended a Protecting God's Children Session, please select YES. If you have not, please select NO.

Next >

Answer three YES/NO questions.
Click **Continue** to proceed.

Are you a parent or guardian of a child under 18?

Yes No

If you have already attended a Protecting God's Children Session, choose **YES**.
Otherwise choose **NO**.

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

If you chose **NO** during the previous step, you will be presented with a list of upcoming sessions scheduled within the Diocese of Rockford. When you find the "live" session you would like to attend, click the circle next to the title for that date.

If you wish to complete the **online** version of the training (rather than attend a live session), click the circle next to the title for the **Online Training** (found at the bottom of the session listing)

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

Protecting God's Children for Adults

Date: 11/14/2011 10:00 AM - 11/14/2011 11:00 AM

Location: St. Margaret's Church, Rockford, IL

Estimated Total Duration: 1 Hour

Session Language: English

Language: English Spanish Vietnamese Tagalog Russian Polish Portuguese Italian French German Japanese Korean Hindi Chinese Arabic Russian Polish Portuguese Italian French German Japanese Korean Hindi Chinese Arabic

Protecting God's Children for Adults (Online Training)

If you chose **YES**, you will be presented with a list of all sessions that have been held within your organization. Choose the session you attended by clicking the downward arrow and highlighting the session, and then click **Complete Registration**.

Please select the session you attended

(Please select)

A message will appear on your screen confirming completion of the registration process. If you correctly entered your email address during the process, you will receive an email confirming your registration.

If you registered to attend a "live" upcoming session at local parish or school, click on **Close Browser** to leave the website.

If you selected **Online Training**, click on **Go to VIRTUS Online** to access the 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.

At the VIRTUS Home Page, enter the User ID & Password created during registration, click **Login**.

Click on the **green circle** to begin the **Online Training**

Online Training Courses

Upon completion, the last screen will direct you to exit the training by closing the screen. The next screen reflects completion of the **Online Training** and allows you to print a certificate of completion (for your personal records, as well as for your parish and school).

To print a certificate, click on the link labeled **print certificate**.

On the next screen, click on **Open**. When certificate appears on the screen, click on the print icon. From the next screen, click on **OK**. Once printing is complete, close the Adobe Acrobat screen to return to your VIRTUS Online account.

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870 or your Diocesan VIRTUS Coordinator.

Completion of Training Material

Congratulations, you have now completed the Protecting God's Children Online Awareness Session. Please exit by closing this screen.

Thank you for your ongoing commitment to protect children.

You indicated that you attended - will attend the following session:

Protecting God's Children for Adults
Date: 11/14/2011 10:00 AM
Location: Online

ATTENDANCE CONFIRMED !!!

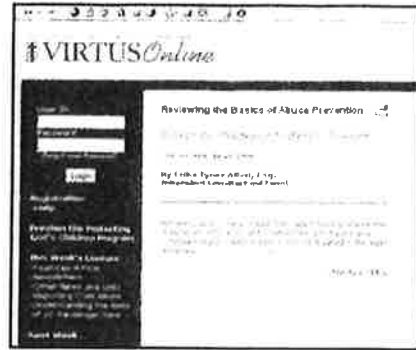
ACCOUNT AWAITING APPROVAL !!!

Registration Instructions

Before your first Protecting God's Children session, you will need to register with VIRTUS Online. This is required of all participants.

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

On the left-hand side of the page, click the yellow link labeled **Registration**.



Choose the name of your organization (**Rockford (IL), Diocese**) from the pull-down menu by clicking the downward arrow and highlighting your organization.

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

Please select your Archdiocese/Diocese/Religious Organization from the list below:

- Select your organization ----->

Create a user ID and a password you can easily remember. This is necessary for all participants. This establishes your account within your Diocese and 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.

Please create a user id and password that you will use to access your account

This page will allow you to create a user name and password for your account. The user name and password must be at least 4 characters long. Your password must be at least 4 characters long.

Provide the information requested on the following page. Several fields are required, such as name, address, phone number and e-mail address. Click **Continue** to proceed.

- If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, 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. This will signify to your VIRTUS Coordinator that you do not have an email address.**

Select the **PRIMARY** location where you work, volunteer or worship. You will be able to select additional locations later if you serve at multiple locations within your organization.

Click **Continue** to proceed.

Please select the primary location where you work, volunteer or worship

Location: - Please select -

If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer or worship.

Your current list of locations is displayed. If you need to add an additional location, choose **YES**. Otherwise, choose **NO**.

This is the list of locations with which you are associated:

Aquin Elementary School (Freeport)

Do you work, volunteer or worship in another location?

Revised: 2013

CATHOLIC DIOCESE OF ROCKFORD
VOLUNTEER ACKNOWLEDGEMENT

I, _____, in my capacity as a volunteer, acknowledge that I have received the Catholic Diocese of Rockford Code of Pastoral Conduct for Priests, Deacons, Pastoral Ministers, Employees, and Volunteers of the Catholic Diocese of Rockford, and agree that I have read and will abide by the provisions of this Code of Pastoral Conduct as a volunteer of the Diocese.

Volunteer's Printed Name

Volunteer's Signature

Date

St. Thomas More

Parish/Entity

Elgin

City

**NORMS FOR PROHIBITION OF SEXUAL ABUSE AND MISCONDUCT
VOLUNTEER RECEIPT ACKNOWLEDGMENT**

I, _____, acknowledge that I have received the
(Name of Volunteer)

Diocese of Rockford's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults of the Diocese of Rockford. I agree that I will read and abide by the provisions of these norms as a volunteer of the Diocese.

Also, I acknowledge that the Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults that I have received this date replace all prior policies or regulations that I may have received from the Diocese. I agree that those former policies or regulations are no longer in force of effect.

Signature

Date: _____

Volunteer Name: _____

Institution: _____

City: _____

WITNESS

FOR OFFICE USE:

Parish/School/Diocesan facility to send this signed form by email to sarndt@rockforddiocese.org or by fax to 815-399-5266 Attention S. Arndt

**GUIDELINES FOR YOUTH AND THOSE WORKING WITH YOUTH
RECEIPT ACKNOWLEDGMENT**

I, _____, acknowledge that I have received
the

(Name)

Diocese of Rockford's Guidelines for Youth and Those Working with Youth. I agree that
I have read and will abide by these Guidelines when working with Youth.

Signature: _____ Date: _____

Printed Name: _____

Parish/School/Diocesan Entity:

City: _____

Witness: _____

Return this form to the Parish/School/Diocesan entity you identified on this form.

**CODE FOR THE PASTORAL USE OF TECHNOLOGY AND SOCIAL MEDIA
RECEIPT ACKNOWLEDGMENT**

I, _____, acknowledge that I have received the
(Name)
Diocese of Rockford's Code for the Pastoral Use of Technology and Social Media. I agree that I
have read and will abide by this Code.

Signature: _____ Date: _____

Printed Name: _____

Parish/School/Diocesan Entity: _____

City: _____

Witness: _____

Return this form to the Parish/School/Diocesan entity you identified on this form.