

SAINT MARY ROMAN CATHOLIC CHURCH RELIGIOUS EDUCATION PROGRAM PREP VOLUNTEER FORM 2018-2019

Our Religious Education Program is built on volunteers. Each family is asked to consider donating some of their time, talent and treasure to our program.



VOLUNTEER INFORMATION

Name: _____ Home and Cell Phone: _____

Address: _____

City/State/Zip: _____

E-Mail: _____ Occupation: _____ Company: _____

In Case of an Emergency: _____ Relationship: _____ Phone: _____

Hospital Preference: _____ Medical Insurance Co.: _____ Policy: _____



REQUIRED CLEARANCES

Archdiocesan policy and Pennsylvania State law requires all Church volunteers who have direct contact with or responsibility for children to obtain clearances.

The following clearances must be obtained by volunteers living in PA for less than 10 years:

Pennsylvania State Police Clearance • Pennsylvania Child Abuse History Clearance
Federal Bureau of investigation Fingerprint Clearance

The following clearance must be obtained by volunteers living in PA continuously for 10 years:

Pennsylvania State Police Clearance • Pennsylvania Child Abuse History Clearance
Volunteer Disclosure Statement Application

A copy of the above clearances are on file with Saint Mary parish
(See page 2 for more details on obtaining background checks)



REQUIRED SAFE ENVIRONMENT TRAINING

Archdiocesan policy and Pennsylvania State law requires all Church volunteers who have direct contact with or responsibility for children to complete the following training requirements:

- Safe Environment Part I:** Virtus (Protecting God's Children)
- Safe Environment Part II:** Mandated Reporting of Suspected Child Abuse
- Safe Environment Part III:** Mandated Reporter Acknowledgement Form

(See page 2 for more details on obtaining trainings)



I WOULD LIKE TO VOLUNTEER IN THE FOLLOWING AREAS:

Team Catechist _____ Solo Catechist _____ Catechist Aide _____ Substitute Catechist _____ Hall Monitor _____

Dismissal _____ Nurse _____ Front Office Desk _____ Children's Liturgy of the Word _____ (Sun. during 10:30AM Mass)

My children are in the following level(s) in the Religious Education Program: (please check below)

First Level _____ Second Level _____ Third Level _____ Fourth Level _____ Fifth Level _____ Sixth Level _____

Youth Faith Formation RCIT (Jr. High & Sr. High) _____ Youth Group High School _____ Youth Group Jr. High _____

Monday _____ or Tuesday _____ evenings 6:30 - 7:45 PM

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OBTAINING BACKGROUND CHECKS

1. PA State Police Criminal Record Check

Can be obtained online at <https://epatch.state.pa.us> - Cost is free for all volunteers. Clearance is good for 5 years.

2. PA Department Human Services Child Abuse History Clearance

Can be obtained online at <https://www.compass.state.pa.us/CWIS> - Cost is free for all volunteers. Clearance is good for 5 years.

3a. Federal Criminal Background Check - If you have lived in PA continuously for 10 years or more:

Go to www.churchofsaintmary.org website and scroll to the bottom and select the "Safe Environment Volunteer Information" and then click on "Disclosure Statement Application for Volunteers." Clearance is good for 5 years.

3b. Federal Criminal Background Check - If you have NOT lived in PA continuously for 10 years or more:

Information is available online at: <https://uenroll.identogo.com> and use service code of 1KG6ZJ. This code is only good for volunteers. If you are a Parish or Saint Mary School employee please contact the Parish Office Center for the correct code. Cost is \$22.60 and is good for 5 years.

4. To register for the Safe Environment Part I "Protecting God's Children" Virtus

Go to <https://www.virtusonline.org> and select "First Time Registrant" for a list of dates and locations and to register.

Upon completion of class, certificates will be mailed to the parish listed as the individual's location of service.

Duplicate certificates may be requested by emailing OCYP@archphila.org or by calling the Safe Environment Program at 215.587.2466.

5. To register for Safe Environment Part II: Mandated Reporting of Suspected Child Abuse:

Go to www.childyouthprotection.org and click on the "Training Institute" tab.

6. To complete the Safe Environment Part III: Mandated Reporter Acknowledgment Form:

Go to www.churchofsaintmary.org website and scroll to the bottom and select the "Safe Environment Volunteer Information." Volunteers will need to sign the "Mandated Reporter Acknowledgement Form"

All Safe Environment websites and documents can be found on the Saint Mary website at www.churchofsaintmary.org

Any questions regarding clearances or training please contact **Sandi Olzinski, Safe Environment Coordinator** at **610.287.8156** or solzinski@churchofsaintmary.org

For where your treasure is, there also will your heart be.

MATTHEW 6:21

OFFICE OF RELIGIOUS EDUCATION

40 Spring Mount Road, Schwenksville, PA 19473 | 610.287.8156 (Day) | 610.287.4517 (Evening)