

# SAINT MARY ROMAN CATHOLIC CHURCH RELIGIOUS EDUCATION PROGRAM PREP VOLUNTEER FORM 2019-2020

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 reverse 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 reverse 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 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

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### 1. PA State Police Criminal Record Check

Can be obtained online at <https://epatch.state.pa.us> with results available within a few minutes. - 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](http://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.identigo.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](mailto: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](http://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](http://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](http://www.churchofsaintmary.org) Any questions regarding clearances or training please contact Sandi Olzinski, Safe Environment Coordinator at 610.287.8156 or [solzinski@churchofsaintmary.org](mailto: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)