

Each year, St. Mary Parish is audited to verify our compliance with Archdiocesan policies in the area of providing a safe environment for all of our children. You are receiving this letter because you are new to a ministry area having this requirement or because we are missing either the written acknowledgement form or have no verification that you have participated in an “awareness session”. We are following Archdiocesan guidelines which require some things of us and some of you. What’s required is:

1. **The parish** is required to have criminal background checks on file for each person who has regular contact with minors. These records are to be rechecked every five years. The pastor, along with the appropriate supervisor would normally see the results of the check and make the appropriate decisions. If you do not want us to perform such a check, please advise me immediately. We will refrain from doing so at your request and you are not allowed to continue in your ministry with children.
2. **You** need to complete a Volunteer Enrollment Form or an Application for Employment and send it to the parish office.
3. **You** need to read two Archdiocesan documents: *Code of Ethical Standards and the Mandatory Reporting Responsibilities Policy*.
4. **You** must attend a three-hour facilitated SEE (safe environment education) session” about childhood sexual abuse and creating a safe environment, using program materials provided by the Archdiocese. However, if someone feels that they should be excused from this requirement (attending a Safe Environment Education session), they should write a letter to Archbishop Dolan explaining the circumstances and requesting a waiver from this requirement.

Regarding item #2: A Volunteer Enrollment Form and/or an Application for Employment is included for your convenience.

Regarding item #3 and #4: Everything is available on-line. Go to the Archdiocesan website (www.archmil.org) and then to the link Safeguarding All of God’s Family. You can download these documents to read and you can sign up to attend an awareness session.

After you have read both documents, complete the Acknowledgement form at the bottom of this letter and return it to the parish office.

Regarding item #4: You must pre-register by computer so that your awareness session attendance can be verified and so that you receive credit for fulfilling this mandatory requirement. Each session is open listed, meaning that all awareness sessions are available to any registrant. If the maximum capacity for a specific awareness session has been reached, you will be prompted to select a different session.

If you do not have access to a computer, contact the school or CF office or the parish office at 251-0220. Contact Lisa Rehlinger at 251-0220 with any questions you may have.

Thank you for your positive response to these efforts.

ACKNOWLEDGEMENT

I have downloaded *The Code of Ethical Standards for Church Leaders* from the Archdiocesan website (www.archmil.org), or have received a copy of it (2003 revised version) from my parish. I have read the *Code* and understand its applicability to my work and/or volunteer efforts for the Church. I have also read the *Mandatory Reporting Responsibilities* and understand my responsibilities.

Signed: _____ Date: _____

Print Name: _____

Please sign this acknowledgement and return it to Lisa Rehlinger in the parish office.

Volunteer Enrollment Form

St. Mary Parish, Menomonee Falls

Name _____

Street Address: _____

City _____ State _____ Zip _____

Telephone (day) _____ (evening) _____

E-mail address _____

Birthdate (required) _____ Social Security Number: (required) _____

Emergency Contact (name) _____ phone _____

Please state your area of ministry: school; athletics; Christian Formation; other (specify) _____

References and Background Information (If Applicable)

Based on our scriptural belief in the divinely bestowed dignity of all persons, we commit to providing a safe environment for all people using our premises and programs. This part of the enrollment form is to be completed by everyone who regularly volunteers for any position involving the care, supervision or instruction of minors. It is a critical part of our church's efforts to provide a safe and secure environment for children and young people in our faith community.

Please provide the name and phone number of two personal references:

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Have you ever been convicted of, pled guilty or no contest to an offense (including felony, misdemeanor or municipal ordinance) or are you now subject to a pending criminal charge?

(please check) _____yes _____no. If yes, please explain: _____

(Note: Convictions are not an automatic bar to all participation as a volunteer. Each case is considered on its own merit.)

Please read and sign the following statement:

I certify that the information provided by me above is true and complete to the best of my knowledge. I understand that if I am accepted as a volunteer, any false statements or omissions may lead to termination of my duties, and I agree that St. Mary Parish shall not be held liable in any respect if my volunteer assignment is terminated for this reason.

St. Mary Parish is authorized by me to verify the information stated above by means of criminal record checks. I agree to follow the policies of St. Mary Parish and I pledge to join with the parish in its efforts to provide a safe and secure environment for our children and youth.

Signature: _____ Date: _____

Thank you for the time you have taken to complete this enrollment form. We appreciate your willingness to pursue volunteer activities in our parish. God Bless You.