

## Keeping Children Safe

### Volunteer Compliance at St. Emily Parish

Thank you for your willingness to volunteer at our parish. We greatly appreciate it! All volunteers who work with children and/or vulnerable adults, or can be seen as a figure of authority must complete a series of online background checks, forms and training. Volunteers must complete the compliance process before they begin participating in their chosen ministries/groups. Please refer to the chart below to see what is required for your volunteer position:

Role	Protecting God's Children - Virtus	CANTS	Arch. Code of Conduct	Background Check	Mandated Reporter Training	References
Catechists, Youth Ministry Volunteers, Coaches, All Parish Volunteers Who Minister to Children/Youth /Vulnerable Adults, School Parent Volunteers	X	X	X	X	X	X
Ushers, Ministers of Care, Bereavement Ministers, Extraordinary Ministers of Holy Communion, Lectors, Choir Members	X	X	X	X		

#### Part A (Virtus.org Website)

The majority of the compliance paperwork is done online at <http://www.virtus.org>. Please follow the link, and select 'FIRST-TIME REGISTRANT' on the left side of the main page. An e-mail address is required to complete registration.

- Click 'Begin the registration process'.
- Select 'Chicago, IL (Archdiocese)'.
- **Create** a USER ID and PASSWORD that you can remember easily. This will be your login information for Virtus.org going forward. We suggest using your email address as your USER ID.
- **Provide** all the information requested on the next screen. (Name, Home Address, etc.) Do not hit the back button on your browser, or your information will be lost.

- **Select** St. Emily as your primary location in the drop-down list. Click 'Continue'.
  - Select **ALL** the roles that apply to you on the next page. Click 'Continue'.
  - **Verify** your location and role. If you will be volunteering at another parish or Archdiocesan location select 'YES', otherwise, click 'NO'.
  - The prompt will ask if you have already attended a *Protecting God's Children* live session. Select 'YES' or 'NO'.
  - The next screen will show you upcoming live training sessions for *Protecting God's Children* in the area, or previous sessions if you have already attended. Select the session you attended, or are planning to attend. (**NOTE:** New volunteers must select a session that will be held within 60 days of starting to volunteer.)
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- **CANTS (Child Abuse & Neglect Tracking System) Form**  
The next screen contains the CANTS form, which every volunteer must complete yearly. Please print, fill out and return the form to the Parish, School or Religious Education office. **DO NOT mail the form to DCFS.** If you are not able to print out the form, please contact David Mika for a paper form.
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- **Code of Conduct for Church Personnel**  
The next page contains the Archdiocese of Chicago Code of Conduct. Please read the document, and provide your electronic signature and today's date. Click 'Continue'.
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- **Declarations**  
Please review the statements on this page, check the box and provide your electronic signature, and today's date. Click 'Continue'.
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- **Background Check**  
The next screen includes a link to complete a background check that must be filled out online. Your registration is NOT COMPLETE until that is filled out.
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- **Confirmation Screen**  
Once finished, you will see a screen that says 'Your Background Check request was submitted successfully'. Please check your e-mail to verify registration.

## **Part B (Mandated Reporter Training)**

This is an online training course at the following website:

<https://www.dcfstraining.org/manrep/index.jsp>. The course takes about 30-60 minutes and must be completed in one session.

- Click on 'Register for an account' on the right side of the page.
- Create your user account and complete the course.
- Please print out the certificate at the end, and return it to the Parish, School or Religious Ed office.

## **Part C (References)**

If your position requires it, fill out the attached Reference sheet. Your four references **cannot** be Parish staff, or the leader of your ministry. Your references also **cannot** be immediate family members. Please include an e-mail address for each reference, a phone number, or both.

If you have any questions, please contact David Mika – [dmika@stemily.org](mailto:dmika@stemily.org) | 847-299-5865

**Thank you for your cooperation!**

**Volunteer's Name:** \_\_\_\_\_

*Please print clearly*

	<i>For office use – Date/Contacted</i>	<i>For office use – Comments</i>
<i>Name:</i>  <i>E-mail:</i>  <i>Phone:</i>		
<i>Name:</i>  <i>E-mail:</i>  <i>Phone:</i>		
<i>Name:</i>  <i>E-mail:</i>  <i>Phone:</i>		
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