

Safe Environment Forms Packet (Cover Sheet)

Thank you for volunteering at St. Gregory the Great! You are receiving this packet either because: **A.)** Those involved with your ministry need Safe Environment Training (including VIRTUS Training) OR **B.)** You are in need of a background check and are required to fill out a number of other forms in this packet before you can begin volunteering. Please choose from the two following categories (A or B).

A. Ministries whose volunteers need Safe Environment Training

- Catechist, Children's Liturgy, Holy Communion to the Homebound, Knights of Columbus Child/Student Program Volunteers, Nursery Volunteer, Ushers
- Chaperone who also serves as Parish Driver/Chaperone who does not serve as Parish Driver
- ANY VOLUNTEER WHO HAS "REGULAR ACCESS TO MINORS" OR VULNERABLE ADULTS

Procedure for Ministries whose volunteers are in need of Safe Environment Training:

1. Read the *Diocesan Policy Concerning Allegations of Sexual Misconduct*. This is a 76-page document that can be found online at www.sccatholic.org
 - a) At the bottom of the screen under the "Information" section, click on **Child Protection**.
 - b) On the left side of the screen click on **Resources**.
 - c) Click on the right side of the screen: **Policy Concerning Allegations of Sexual Misconduct** (English and Spanish).

You are required to sign a form acknowledging that you have read this document.

2. **Fill out the appropriate paperwork (see next page).**
3. The Diocese of Charleston uses an online training program created by Catholic Mutual called **Safe Haven**. To complete the program please do the following:
 1. Go to <http://charleston.CMGconnect.org> to complete your new online safe environment curriculum.
 2. Create a new account by completing all the boxes on the form. This includes address, primary parish (St. Gregory the Great), and how you participate at the Parish or Schools.
 3. Start the **Safe Haven – It's Up to You** training curriculum.
 4. Download and print your certificate upon completion and bring to either St. Gregory the Great Parish, SGG School office or JPII School office. Or, email directly from the website to either the Parish Office at parishmanager@sgg.cc or the SGG School Office at sb@sggcs.org
 5. If you have technical issues with the program, please click on the 'support' button on the Catholic Mutual website.
 6. If you have any questions, please contact:
 - Suzette Greiner at St. Gregory the Great Parish – 843-815-3100 x 329 or parishmanager@sgg.cc
 - Sandy Bougus at St. Gregory the Great School Office – 843-815-9988 or sb@sggcs.org
 - Joanne Kearney at John Paul II School Office – 843-645-3838

Forms Required for each Volunteer Position

- Catechist, Children’s Liturgy, Holy Communion to the Homebound, Knights of Columbus Child/Student Program Volunteers, Nursery Volunteer (Required Forms: forms in box below)
- Ushers (Required Forms: Diocese of Charleston Credit Authorization Form and forms in box below)
- **Chaperone who also serves as Parish Driver** (Required Forms: Diocese of Charleston Employee/Volunteer Driver Application Form and forms in box below)
- **Chaperone who does not serve as Parish Driver** (Required Forms: forms in box below)
- **ANY VOLUNTEER WHO HAS “REGULAR ACCESS TO MINORS” OR VULNERABLE ADULTS** (Required Forms: forms in box below)

- Diocese of Charleston Background Screening Basic Data Form
- Acknowledgement and Authorization for Background Check
- Disclosure Regarding Background Investigation
- Diocese of Charleston Code of Conduct Agreement
- Diocese of Charleston Acknowledgement of Receipt of the *Policy Concerning Allegations of Sexual Abuse or Misconduct of a Minor by Church Personnel (2012)* and of *The Code of Conduct for Church Personnel*
- Diocesan Policy Regarding Confidentiality and Abiding by Catholic Principles

Forms required for everyone in this section

B. Those in need of a Background Check and other Forms (No Safe Environment Training)

- **Money Counters, Finance Council Members**
- **ANY VOLUNTEER WHO DOES NOT HAVE “REGULAR ACCESS TO MINORS” OR VULNERABLE ADULTS**

Procedure for Those Only in need of a Background Check and other Forms (No Safe Environment Training):

1. Fill out the appropriate paperwork (see below).

Forms Required for each Volunteer Position

- **Money Counters** (Required Forms: Diocese of Charleston Credit Authorization Form and forms in box below)
- **Finance Council** (Required Forms: Diocese of Charleston Credit Authorization Form and forms in box below)
- **ANY VOLUNTEER WHO DOES NOT HAVE “REGULAR ACCESS TO MINORS” OR VULNERABLE ADULTS** but will be handling Parish funds or driving for the Parish (Required Forms: Diocese of Charleston Credit Authorization AND/OR Diocese of Charleston Employee/Volunteer Driver Application Form and forms in the box below).

- Diocese of Charleston Background Screening Basic Data Form
- Acknowledgement and Authorization for Background Check
- Disclosure Regarding Background Investigation
- Diocesan Policy Regarding Confidentiality and Abiding by Catholic Principles

Forms required for everyone in this

Please return completed paperwork to the Parish Office in a sealed envelope addressed to the **“Safe Environment Coordinator.”**

If you have any questions, please contact the Parish Office at (843) 815-3100 Ext. 329.

Contents of “Safe Environment Forms Packet”

- “Safe Environment Forms Packet” Cover Sheet
- Diocese of Charleston Background Screening Basic Data Form
- Diocese of Charleston Employee/Volunteer Driver Application Form
- Diocese of Charleston Credit Authorization Form
- Acknowledgement and Authorization for Background Check
- Disclosure Regarding Background Investigation
- A Summary of Your Rights Under the Fair Credit Reporting Act
- Diocese of Charleston Code of Conduct Agreement
- Diocese of Charleston Acknowledgement of Receipt of the *Policy Concerning Allegations of Sexual Abuse or Misconduct of a Minor by Church Personnel (2012)* and of *The Code of Conduct for Church Personnel*
- Diocesan Policy Regarding Confidentiality and Abiding by Catholic Principles