

Diocese of Kalamazoo
2010 – 2011
PARISH REPORT
Preliminary Audit Report Instructions

The Preliminary Audit report refers to all personnel beginning July 1, 2010 to now.

Many of our employees are also volunteers; many of our volunteers have more than one position. PLEASE LIST PEOPLE ONLY ONCE.

As in the past, the schedules needs to be downloaded from the website, saved to your computer, data entered as required, and then **emailed** to Marjorie Haas at mhaas@dioceseofkalamazoo.org when it has been completed. **Only reports submitted in this electronic format will be accepted.** This report is due **JANUARY 31, 2011.**

Please make sure you list last name in the first column, and first name in the second column.

Schedule A -- Clergy: List all priests and deacons assigned to your parish/school on the audit instrument whether they are paid or unpaid. Seminarians are monitored by the Office of Vocations.

Schedule B -- Employees (other than clergy): Complete Schedule B with the names of all current employees whether full or part-time of the parish that are not clergy.

For purposes of this report, employees are defined as “all people who receive a regular paycheck or stipend from the parish in return for work performed.” Include casual employees if they work more than one day a year. Summer employees should have a background check done prior to beginning work. New employees are given three (3) months to attend a *Protecting God’s Children* training session, but must have a criminal background check prior to beginning work. An authorization form for a background check is to be filled out at the time of application.

Schedule C -- Volunteers include all Catechists: Complete Schedule C with the names of all current volunteers who work with children on a regular basis. Include those adults who volunteer for:

- Youth Ministry,
- Vacation Bible School,
- Migrant Ministry,
- Catechists,
- Liturgy of the Word for Children,
- Nursery,
- Chaperones,
- Parent Classroom Aides,
- Playground Monitors,
- Lunchroom/Cafeteria Volunteers
- Any other programs where adults interact with children.

People who teach children in Religious Education programs, regardless of the name the parish may give them, are to be counted as a *Catechist*. Minors may not be in charge of minors, so Catechists must be over the age of 18. Catechist aides are considered volunteers. Public school teachers who teach in a parish Religious Education programs must be both VIRTUS trained and have a background check. Verbal assurance that one has been done is not sufficient. Copies of public school employee fingerprinting completed by Michigan State Police and FBI on file will be determined as sufficient. The

fingerprinting documents must be on file with the parish DRE office and the Diocese of Kalamazoo.

Schedule D - Students – Teaching Touching Safety Classes: Complete Schedule D with the number of students by grade level in Diocese of Kalamazoo Religious Education and/or Youth Ministry programs.

NOTE: Teaching Touching Safety Classes are required of all parishes and all schools **every** year. Two sessions are to be taught each academic year – one in the fall and one in the spring. Yes, a single session may not utilize the full class time, so be prepared to add other religious education activities/lessons on that date. This year most parishes and schools are due to offer Lesson 1 and Lesson 2 in the cycle. All catechists should have access to the lessons under the “Educator” tab on www.virtus.org after they sign in. **Our diocesan goal: at least 80% attendance.**

List the dates of each session held. If you have not held the training sessions yet, please list your anticipated dates.

Schedule E -- Scouts: Complete Schedule E with the name of all Boy Scout, Cub Scout, Girl Scout and Brownie leaders. If the parish sponsors the troop(s), they are required to be trained and to have a background check on file. This has been approved through the Scouting councils.

Schedule F -- Action Plan

Complete schedule F with the names of all employees, volunteers, catechists, teachers and scouts who are not yet in compliance. The parish is to use this list to determine when the parish/school is in compliance. That information should be sent to the Safe Environment Office when the training and background check are complete.

Email all forms by JANUARY 31, 2011 to Marjorie Haas at mhaas@dioceseofkalamazoo.org.