

**Diocese of Kalamazoo**  
**2009 - 2010**  
**Preliminary Audit Report Instructions**

**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, and then **emailed** to Marjorie Haas at [mhaas@dioceseofkalamazoo.org](mailto:mhaas@dioceseofkalamazoo.org) when it has been completed. **Only reports submitted in this electronic format will be accepted.** This report is due **March 1, 2010.**

**Schedule A: Clergy:** List all priests, deacons, and parish administrators 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, school teachers, principals, and coaches):** Complete Schedule B with the names of all current employees whether full or part time of the parish or school that are not clergy, school teachers, principals, or coaches. As of January 1, 2008, Michigan State Law requires **ALL** school employees and coaches be fingerprinted. The results of the fingerprinting must be on file with the school and the Diocese of Kalamazoo. Please forward documentation to the Office of Safe Environment. Fingerprinting will be recorded in the VIRTUS database and placed on file with the Schools Superintendent.

For purposes of this report, employees are defined as all people who receive a regular paycheck or stipend from the parish or school 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 immediately. Do not include those people who no longer work for the parish or school. 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,         | • Nursery,                | Volunteers                 |
| • Vacation Bible School,  | • Chaperones,             | • Any other programs where |
| • Migrant Ministry,       | • Parent Classroom Aides, | adults interact with       |
| Catechists,               | • Playground Monitors,    | children.                  |
| • Liturgy of the Word for | • Lunchroom/Cafeteria     |                            |
| Children,                 |                           |                            |

Coaches are listed on Schedule D.

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: ONLY School Teachers, Coaches, and Principals:** Complete Schedule D with the names of all current school teachers, principals, and coaches. All non-certified school personnel (teacher aides, librarians, bus drivers, custodians, food service, etc.) should be listed on Schedule B as employees.

Teachers in Diocese of Kalamazoo Catholic schools are required to be both VIRTUS trained and to follow the state laws dealing with background checks. As of January 1, 2008, Michigan State Law requires ALL school employees and coaches be fingerprinted prior to employment. The results of the fingerprinting must be on file with the school and the Diocese of Kalamazoo. Please forward documentation to the Office of Safe Environment. Fingerprinting will be recorded in the VIRTUS database and placed on file with the Schools Superintendent.

New hires are given three (3) months to attend a Protecting God's Children training program.

**Coaches:** If your school has coaches please list them on Schedule D, whether they are paid or unpaid. List coach as "volunteer" or coach "paid" in the position column. Coaches should attend a VIRTUS training as soon as possible (prior to the beginning of the season).

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

**NOTE:** Teaching Touching Safety Classes are required of all parishes and all schools every year.

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

**Schedule F: Scouts:** Complete Schedule F with the name of all Boy Scout, Cub Scout, Girl Scout and Brownie leaders. If the parish/school 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 G: Action Plan**

Complete schedule G 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.

**PRE-AUDIT CHECKLIST:** Mark off on the list as you double check each item is completed. Keep on file with your copy of the 2009-2010 Pre-Audit materials. You do not need to send this form into the Diocese at this time. Answers to these questions will be part of the final year-end audit.

**Email all forms by March 1, 2010 to Marjorie Haas at [mhaas@dioceseofkalamazoo.org](mailto:mhaas@dioceseofkalamazoo.org).**