
DIOCESE OF KALAMAZOO MEMORANDUM

DATE: December 13, 2010

TO: PASTORS, PARISH COORDINATORS, LOCAL SAFE ENVIRONMENT COORDINATORS, and PRINCIPALS

FROM: Deacon Pat Hall, Marjorie Haas

SUBJECT: Safe Environment Pre-Audit for 2010- 2011

cc: Michael Emmons, Chancellor, D. J. Florian, Parish Life, Margaret Erich, Superintendent of Schools

As has been our practice the past five (5) years, it is time for the preliminary safe environment audit report to be submitted to the Safe Environment Office. Please read through the information carefully as there are changes to the forms this year.

The purpose of the pre-audit is to help you verify that your parish or school is in compliance with the USCCB Charter “Promise to Protect, Pledge to Heal.” The purpose of the report is to enable you to determine who needs to attend a training session and/or who needs to have a background check completed. All current clergy, employees, teachers, catechists, coaches, scout leaders, and volunteers who work with children must be listed. By completing this pre-audit, you will initially have your information compiled for the final audit information which will be due June 30, 2011.

The necessary instructions on how to complete each schedule of the audit and the schedules can be found on the Diocese of Kalamazoo’s website, www.dioceseofkalamazoo.org. The information is under the Safe Environment link on the left hand side of the page. **NOTE: New this year – separate forms for parishes and schools!** As in the past, the schedule forms must be downloaded, saved to your computer, completed, and then emailed to Marjorie Haas at mhaas@dioceseofkalamazoo.org. Only reports submitted in this electronic format will be accepted. This report is due **January 31, 2011**.

TEACHING SAFETY SESSIONS: 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. **Schedule D -- Students**, which refers to “Teaching Touching Safety” presentations, please include:

- A. the number of students in each grade level,
- B. the number of students present the day of Teaching Touching Safety class, (use the highest number of students present of both sessions)
- C. the number of students who have opted out AND have a parent opt out form on file, and
- D. the exact date(s) of the trainings were held. (If you have not presented Touching Safety yet this year, this is your gentle reminder to do so.)

It is expected that all volunteers who work with children and as well as all employees will have a Criminal Background Check (CBC) completed prior to beginning the position and will be trained within three months of their starting date. Anyone not in compliance by June 30, 2011 should be suspended

from all parish or school activity. To be in compliance all information must be available on the VIRTUS website. If someone has not registered or does not have a background check listed on the VIRTUS website, they are not in compliance.

How do you know who is listed in VIRTUS and who is not? Local safe environment coordinators (administrators) should run a “Master” Report in VIRTUS. The steps are:

1. Log into your VIRTUS website using your user ID and password;
2. Go to Administration Tab, Under “Quick Links” in the White section look for Master Report. This is a nice combination report for you. Click on this.
3. Your next screen you will specify which fields to display.
 - Location – select your parish;
 - Check boxes next to: Profile, Continuing Training Status (means required to read monthly bulletins or not),
 - Compliance Fields section – check boxes next to: Live training, Background Check – CRI, ICHAT, School MSP & FBI;
 - Display Options – check the circle next to the second option “Display the date for compliance items.” (This will list the date of the CBC done so you will know when people need a renewal.)
 - Run Report to Screen or Run Report to Excel. Print it.

You now will have a report that you can update. Please use this report to assist you with your Pre-Audit. Some people may need to be “inactivated” and some may need to have their profile changed from volunteer to employee or catechist or vice versa. Some people may need to start reading monthly bulletins. Please let us know the changes that need to be made.

Personnel that are required to read monthly bulletins may not be more than two (2) bulletins behind.

Please remember to put in your church bulletin **monthly** a statement regarding how to make a report of sexual misconduct.

CRIMINAL BACKGROUND CHECKS (CBC) ARE REQUIRED EVERY FIVE (5) YEARS. Therefore, if person had a criminal background check done in 2003 - 2006, it's time to redo it. GOOD NEWS – all CBCs are FREE for any renewal that is on file in VIRTUS. Many of you have already submitted renewals for 2003 – 2005. Thank you! You will be able to see the date of the CBC on your Master Report.

REMINDER: all Criminal Background Check (CBC) Forms MUST be verified by a government photo identity document, i.e. driver's license, state identity card, passport or military identity card. Any CBCs received without the photo ID verification will be returned. This includes renewal CBCs.

If you have any questions, please call Deacon Pat at 269-903-0175, or Margie Haas at 269-903-0171.