

## SAFE ENVIRONMENT REQUIREMENTS/INSTRUCTIONS

Dear Volunteer:

Thank you for volunteering with St. Richard's Youth Ministry Program! We are so thankful that you are willing to share your time, talents and treasures with us. The Diocese of Pittsburgh requires that all volunteers in ministry with children comply with the "Safe Environments" Policy, which includes the following components:

- **Diocesan Database and National Criminal Record Check:** All adults who have regular contact with minors are to complete the Diocese of Pittsburgh's database application. Once this application is complete, it will also be used to obtain a Pennsylvania State Police criminal record check (see page 2 for instructions).
- **PA Criminal Record Check \*:** Required for all volunteers, ages 18 and above, who work in ministry with children or teens. **Must be renewed every FIVE years.** *Now completed with the Database application detailed above.*
- **PA Child Abuse Clearance Form (blue)\* AND Consent/Release of Information Authorization Form (green):** Required for all volunteers, age 18 and above, you work in ministry with children. **Must be renewed every FIVE years.** By completing the release form, you will allow the Parish to receive the results directly from the state.  
\*\*\*BOTH FORMS AVAILABLE ONLINE\*\*\*
  - **Name & Address** – YOUR name and address
  - **Social Security Number** – Mandatory – Forms will be stored securely at the Church.
  - **Purpose of Clearance** – "VOLUNTEERS"
  - **List ALL** addresses and household members since 1975 – the clearance will be delayed if information is missing. **This includes parents, siblings, children, spouse, roommates, etc.**
- **Protecting God's Children Workshop:** The "Protecting God's Children" workshop is required for all adults, age 18 and up, who wish to volunteer in ministry with children. It is an excellent program that truly equips adults to create safer environments for children. The workshop is 3 hours and you **MUST** register in advance.
  - Go to [www.virtus.org](http://www.virtus.org) and click "Registration" on the left side of the page. Here, you can view a list of sessions in the area and/or register.
  - Select "Pittsburgh, PA (Diocese)" to view classes in the area.
  - Once you have selected a class, go to "Start Registration" at the top of the page and follow the instructions.
  - Please turn in certificate of attendance upon completion.
- **Pastoral Code of Conduct (booklet):** Revised June 2008 – All volunteers of all ages in all ministries must read, sign and *return the last page.* \*\*\*AVAILABLE ONLINE\*\*\*
- **Child Protective Services Law Acknowledgement (booklet):** Formerly Mandated Reporter Policy – Required for all volunteers, ages 18 and above, in all ministries. Read, sign and *return last page.* \*\*\*AVAILABLE ONLINE\*\*\*
- **Cardinal Clause (yellow):** Required for catechists, faith formation helpers, and volunteers involved in the spiritual formation of children. Read, sign and return. \*\*\*AVAILABLE ONLINE\*\*\*

*\*If you have clearances dated within the past 5 years from another organization, copies of these may be submitted to the Parish Office instead of applying for new clearances.*

\*\*\*ONLINE FORMS are available at [www.saintrichym.org](http://www.saintrichym.org)

Upon completion, please return all forms to the Parish Office. We will submit the forms along with the necessary payments to the applicable agencies. You are not required to make any payments.

Thank you again for volunteering with St. Richard Church, and thank you for taking the time to complete these administrative tasks. May Christ bless you for your generosity in bringing the faith to the youth of the Parish! Should you have any questions, please contact Hayley at (724) 444-1971 ext. 128.

Gratefully Yours,  
St. Richard's Youth Ministry Team

## Centralized Diocesan Database

[www.diopitt.org](http://www.diopitt.org)

Hard Copies Available (pink)

The Diocese of Pittsburgh has established a centralized electronic database for those who work and minister in the Church, and have regular contact with young people under the age of 18. This includes all clergy, religious, employees and volunteers in the parish who have contact with youth in their work or ministry.

The centralized diocesan database is a means to ensure that the Church—locally and nationally—not only fulfills the mandate of the Church in the United States as outlined in the *Charter for the Protection of Children and Young People* and the clear requirements of the 2004 diocesan policy, but also meets the requirements of state and federal law.

Completing the application that will create your file will take about 20 minutes of your time. Instructions will be given on each page that will walk you through the process. If you do not have access to the Internet, you can obtain a paper copy of the application at the parish. Please note, where it asks for Primary Parish/School/Agency, please select:

**Gibsonia: Saint Richard Parish.**

1. Log on to the website for the Diocese of Pittsburgh: [www.diopitt.org](http://www.diopitt.org)
2. Scroll down the left hand side to “Diocese of Pittsburgh Database Application” and click on this box.
3. At the top of the login page, click on the underlined [click here](#) where it says, “If you do not have a user id and password, please [click here](#) to register.”
4. You will now be at the “New User Registration” screen, and all fields under this will require entry except for the email address.
5. In the “Primary Site” field, select the entity where you do the majority of your work or ministry. In this case, “Youth Ministry” applies. The “Type of Application” requires you to check whether you are an employee or volunteer. The “User ID” field requires that you enter your own password for access to your application. The bottom of this screen explains the requirements of a User ID. The “Password” field is similar, and you will be asked to type it in twice.
6. This will take you to the “**access code field**” where you enter the diocesan password “**Protect**”.
7. In the “First Name” and “Last Name” fields, type in your name as it appears on your driver’s license. In the “Date of Birth” field, type your date of birth in the mm/dd/yyyy format. You will be asked to type it in twice.
8. Write down your User ID and Password for future reference, and click the “Register” button. You should receive a message that you have successfully registered.
9. Then, click on the underlined link where it says, “Please [click here](#) to login and continue your application.”
10. At the Login Page, enter your User ID and Password, and click “Login”. This will take you to the Application Screen for you to fill out your application.