

## OFFICE FOR CHILD AND YOUTH PROTECTION

### REQUIREMENTS FOR PARISH VOLUNTEERS AS OF November 28, 2017

The Archdiocese of Philadelphia requires that parish volunteers fulfill certain requirements in order to continue to volunteer in their ministries or programs where there may be contact with children. This obviously is for the safety of the children as well as the volunteers involved in the ministries and programs.

There are two levels of parish volunteers that need to be considered in these requirements:

**LEVEL 1** - those who have “any possible contact with children”

**LEVEL 2** - those who have “regular contact with children.”

#### LEVEL 1

#### Those who have “any possible contact with children”

##### Volunteers are required to have:

- Completed the PA State Police Clearance Background Check
- Completed the PA Child Abuse Clearance Check
- Completed FBI Fingerprint Clearance (This is required if a volunteer has lived outside of Pennsylvania within the last 10 years.) *visit <https://uenroll.identogo.com/> to find fingerprinting locations and to register. When registering as a volunteer, please do so using the code: 1KG6ZJ. Please bring your results to the Parish office when you receive them.*
- Disclosure Statement for FBI Clearance (This is required if a Volunteer has lived in Pennsylvania for the past 10 years.)
- Mandated Reporter Acknowledgement form (you must read the Mandated Reporter pamphlet provided to you by the parish before signing.)

##### Required from the following:

ALL VOLUNTEERS INCLUDING:

Extraordinary Ministers of the Eucharist, Lectors, Ushers, Greeters, Cantors, Choir, Men’s Ministry Volunteers, Aid For Friends Ministry Volunteers, MLK Day of Service Volunteers, Youth Band Group Volunteers, Hospitality Ministry, Communication Ministry, H.O.P.E, Pro-Life Ministry.

## LEVEL 2

### -those who have “regular contact with children”

#### **Volunteers are required to have:**

- Completed the PA State Police Clearance Background Check
- Completed the PA Child Abuse Clearance Check
- Completed FBI Fingerprint Clearance (This is required if a volunteer has lived outside of Pennsylvania within the last 10 years.) *visit <https://uenroll.identogo.com/> to find fingerprinting locations and to register. When registering as a volunteer, please do so using the code: 1KG6ZJ. Please bring your results to the Parish office when you receive them.*
- Completed Disclosure Statement for FBI Clearance (This is required if a volunteer has lived in Pennsylvania for the past 10 years.)
- Completed the Archdiocesan Training in Protecting God’s Children. Visit <https://www.virtusonline.org/virtus/> to view a list of sessions and to register for a session.
- Completed the Mandated Reporter Training (on line at <https://childyouthprotection.org>. Click on the “Training Institute” tab at the top, then login or register. Once logged-on, select “Online Training” from the menu, then select “Safe Environment Part II v2: Mandatory Reporting of Suspected Child Abuse v2.0.”

#### **Required from:**

ALL EMPLOYEES age 14+. ALL VOLUNTEERS HAVING POSSIBLE CONTACT WITH MINORS INCLUDING:  
GIGI Ministry, Volunteers for PREP (Summer and School Year PREP), Children’s Liturgy of the Word Volunteers, Vacation Bible School Volunteers, CYO Coaches and Volunteers, Youth Ministry Volunteers, Youth Band Group Leaders, Sunday School Volunteers

**FBI FINGERPRINT CLEARANCE is required** for any parish volunteer who lives outside the State of Pennsylvania and any parish volunteer who has lived outside the State of Pennsylvania during the last ten years.

#### **COST FOR VARIOUS CLEARANCES:**

There is no cost for the PA Criminal Record Check for Volunteers, nor the State Police Clearance Background Check for the PA Child Abuse Clearance Check. There is a cost for the FBI Fingerprinting Clearance. This needs to be paid by the volunteer when registering to have the fingerprinting done and will be reimbursed when the volunteer hands in the clearance for to the parish office. If you prefer to fill out all of your forms and have us run the checks you can bring your completed paperwork to the parish office.

**ARCHDIOCESAN POLICY IS THAT ALL VOLUNTEERS HAVE TO BE IN COMPLIANCE IN ORDER TO VOLUNTEER FOR PARISH MINISTRIES AND ACTIVITIES.**