

Diocese of Trenton
Office of Child & Youth Protection



VOLUNTEER
COMPLIANCE
PACKET



TO: ALL PROSPECTIVE VOLUNTEERS in MINISTRY FOR THE DIOCESE OF TRENTON

RE: CHILD PROTECTION POLICIES AND PROCEDURES

As mandated by the Diocese of Trenton Office of Child and Youth Protection, the following areas of compliance must be adhered to for all volunteers who wish to work in the school and/or parish while children are present:

1. **Application** – Complete volunteer/employee application.
2. **VIRTUS Training** – a 3 hour presentation by a trained coordinator. Sessions are held periodically throughout the year at all Diocese of Trenton parishes. VIRTUS attendance is only valid for four years, You must attend a recertification session prior to December 31st of the fourth year if you wish to continue volunteering in ministry.
 - A.) Please go online to www.virtusonline.com to register for a training (or re-training) session.
 - B.) If you have attended a session within the past 4 years while associated with a different parish, you must go online to update your primary location of ministry to reflect your parish affiliation (primary) and Additional Locations of other ministries
3. **Criminal History Background Check** – a background check will be conducted through fingerprint analysis by the NJ State Police, through the private service IdentoGo.
 - A.) All new volunteers and employees are subject to a fingerprint scan for their initial screening. Once your clearance certificate is received, volunteers will be reimbursed for the cost of the background check.
 - B.) On the 4th year of ministry you will be required to have your background check reevaluated. This re-evaluation will be a Name Check Only Request for Criminal History, "blue form".
4. **Diocese of Trenton Volunteer Code of Conduct** – a document drafted by the Diocese of Trenton that outlines the behavioral expectations for anyone volunteering at a diocesan facility.

Protecting our children is a main priority for the administration and staff of all our parishes and school located within the Diocese of Trenton. While we understand the demands on your time as volunteers, our first concern must be the safety of everyone placed in our care during the course of your ministry. Therefore, we require that these three areas of compliance be satisfied **before you begin your ministry at your parish.**

Areas of volunteerism most impacted by this Diocesan mandate are, but are not exclusive to: Religious Education teachers and Aides, Hall and Bathroom monitors, PTA members, Room Parents, Classroom/Computer Room/Library Aides, Lunchroom Assistants, and Sports Coaches.

Rest assured that ALL PARISH employees (administrators, secretaries, teachers, assistant teachers, student teachers, maintenance workers, etc.) as well as all contracted workers (non-employees) are required to be in compliance in all of the areas listed above. Thank you for your understanding and cooperation



Diocese of Trenton Volunteer Application



Parish/School/Facility: _____
Town/City: _____

First Name: _____ Last Name: _____
Maiden Name: _____ Date of Birth: ____ / ____ / ____
Street Address: _____
City: _____ State: _____ Zip _____

How long have you been at this address? _____
If less than 3 years, what was your previous address?
Street Address: _____
City: _____ State: _____ Zip _____

Cell phone () _____ - _____ Home Phone () _____ - _____
Email address: _____ @ _____

With what ministry are you volunteering? _____
Name of volunteer service position: _____
Are you a registered member of this parish? Yes _____ No _____
If no, explain your current affiliation: _____
Current Employment and title: _____

What other ministries have you volunteered for in the past? _____
Have you ever been asked to leave a ministry? Yes _____ No _____
If yes, explain: _____

If you are in a ministry that has direct contact with children or vulnerable adults, you will be required to complete a criminal background check and attend a VIRTUS Protecting God's Children class.

Are you willing to complete a fingerprint criminal background check? Yes _____ No _____
Have you had a criminal background check with a Diocese of Trenton Catholic school and/or parish? Yes _____ No _____ Date of your background check: ____ / ____ / ____
Are you willing to attend a VIRTUS Protecting God's Children class? Yes _____ No _____
Have you previously completed a VIRTUS Protecting God's Children class? Yes _____ No _____
If yes, the date you attended the class: ____ / ____ / ____

Have you ever been convicted of a felony or misdemeanor? Yes _____ No _____
If yes, explain: _____



To: All Who Work or Volunteer with Minors and/or Vulnerable Adults

VIRTUS: PROTECTING GOD'S CHILDREN
MANDATORY TRAINING FOR ALL WHO WORK OR
VOLUNTEER TIME WITH CHILDREN

VIRTUS is a program designed to help keep children safe when under the supervision of adults who are not their parents. This is a nation-wide initiative created by the National Catholic Risk Retention Group and is **mandated** by the Diocese of Trenton for **all** adults who **work with or volunteer their time with children**. This includes but is not limited to parish staff, administrators, teachers, school aides, class trip chaperones, coaches, scout leaders, volunteers, etc.

If you have attended a training session, please provide the Safe Environment Coordinator with a copy of your certificate of attendance or a print-out from www.virtus.org verifying your attendance. If you attended VIRTUS while affiliated with another parish, update your account to accurately reflect your current parish affiliation.

To do this: 1) login at www.virtus.org;
2) click on "Update My Account"; under the "My Toolbox" tab;
3.) choose your "Primary Location" and use the drop down menu to select your location of ministry or employment.

For upcoming training session dates and times, please visit www.virtus.org and click on **Registration** on the left side of the webpage. Please select Trenton, NJ (Diocese) to view a list of sessions.

PLEASE NOTE: VIRTUS attendance is now only valid for FOUR YEARS.

You must re-certify your training on the 4 year anniversary of your original training date.

We thank you for your cooperation in keeping our children safe.

Criminal History Review Instructions - VOLUNTEERS

Access the IdentoGo Website at:

<https://www.bioapplicant.com/nj> To make a New

Appointment

- a. Prior to beginning this process you must obtain the Universal Fingerprint Form from the agency/employer/organization requiring you to be fingerprinted. STOP. You will not be able to schedule without it.
- b. Enter the information from the top portion of your Universal Fingerprinting Form (IDG_NJAPP_020115_V2), which the agency requiring you to be fingerprinted should have filled out. If they did not provide you with all of the information, STOP. You will not be able to schedule an appointment without it.
- c. Enter personal information such as name, address, height, and weight.
- d. Pay for your appointment with Visa, Mastercard, Discover, American Express or e-check. Schedule your appointment to be fingerprinted.
- e. Please provide the Safe Environment Coordinator a copy of the form and receipt you receive once you have been fingerprinted.

IdentoGO New Jersey Universal Fingerprint Form
By IDEMIA www.bioapplicant.com/nj

(1) Originating Agency Number (ORI #) NJ920610Z		(2) Category YSB	(3) Statute Number 15A:3A-1		
(4) Reason for Fingerprinting YOUTH SERVING ORGANIZATION VOLUNTEER			(5) Document Type VB1	(6) Payment Information \$21.91	
(7) Contributor's Case # (Unique Identifier) TRE 126			(8) Miscellaneous		
(9) First Name		(10) MI	(11) Last Name		
(12) Dayline Phone Number () -		(13) Social Security Number (Optional)	(14) Date of Birth	(15) Height	(16) Weight
(17) Maiden or Alias Last Name		(18) Place of Birth (US State if US Citizen; Country for all others)		(19) Country of Citizenship	
(20) Home Address Address City State Zip					
(21) Gender (Select one) <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Both		(22) Hair Color	(23) Eye Color	(24) Race (Select One) <input type="checkbox"/> A Asian/ Pacific Islander (Includes Asian Indian) <input type="checkbox"/> B Black <input type="checkbox"/> I American Indian / Alaska Native <input type="checkbox"/> W White (Includes Hispanic/ Spanish Origin) <input type="checkbox"/> U Unknown	
(25) Occupation / Position (with respect to Requirement)		(26) Employer / Organization Name (with respect to Requirement) Employer Address City State Zip			
<i>Identification Requirement - Acceptable identification must be presented at the time of printing. Identification presented MUST be one (1) document that is current (not expired). A combination of documents will not be accepted. The single document must include the following criteria: Photo, Name, Address (home/employer), Date of Birth. Acceptable ID must be issued by a Federal, State, County or Municipal entity for identification purposes. Examples of acceptable ID are: 1) Valid U.S. State Photo Driver's License/ Non Driver's License, 2) U.S. Passport, 3) USCIS Permanent Resident ID Card (issued after 5/10/2010), and 4) USCIS Employment Authorization Card (issued after 10/31/2010).</i>					

Please READ This Form Carefully:

Follow all of the instructions provided by your agency/employer to complete the fingerprint process. You must have this form (Blocks 1 through 26) completed prior to scheduling your fingerprint appointment via the website or call center. **PLEASE PRINT LEGIBLY.** It is **required** that you **present** this completed Universal Fingerprint Form, IDG_NJAPP_020115_V2, at your scheduled appointment.

Appointment Scheduling:

Scheduling is available anytime at www.bioapplicant.com/nj. Appointments may also be scheduled through our Call Center. English and Spanish speaking agents are available at 1-877-503-5981, Monday through Friday, 8:00AM to 5:00PM EST and Saturday, 8:00AM to 12 Noon EST.

Payment:

When an applicant is responsible for payment, payment is required at the time of scheduling. The following forms of payment are accepted: Visa, MasterCard, American Express, Discover and prepaid debit cards, or electronic debit (ACH) from a checking account. Accounts will be debited immediately.

Cancel/Reschedule:

Appointments may be canceled or rescheduled via the website or the call center **before the deadline of 5PM EST** the business day prior to the scheduled appointment (Saturday Noon for Monday appointments). An appointment fee of \$10.00 plus tax (\$10.66) will be incurred by applicants who do not cancel/reschedule their appointment prior to the deadline. Idemia Identity & Security will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

Unable to be Fingerprinted:

An applicant is considered "Unable to be Fingerprinted" for any of the following reasons: Failure to appear for scheduled appointment, inability to present proper identification, inability to present this completed Universal Fingerprint Form IDG_NJAPP_020115_V2, or the information on this form does not exactly match the information provided during the scheduling process. Applicants unable to be fingerprinted will incur a \$10.00 plus tax (\$10.66) appointment fee. Idemia Identity & Security will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

PCN and Receipts:

Upon the completion of fingerprinting you will be assigned a PCN number. The PCN will be recorded on this form and on your receipt. Idemia Identity & Security will not provide duplicate receipts, PCN Numbers or any appointment/printing information after the time of printing.

Applicant ID Number:	Payment Authorization:	PCN:
Scheduled Day & Date:	Scheduled Time:	Scheduled Site:
Agency Information:		

You **MUST** retain a copy of this form and the receipt of printing for your personal records.

APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM

IDG_NJAPP_020115_V2



Diocese of Trenton Clergy/Laity Code of Conduct

Our children are the most important gifts God has entrusted to us. As a volunteer/employee, I promise to strictly follow the rules and guidelines of this Code of Conduct as a condition of my providing service to the children and youth of *The Diocese of Trenton*.

As ordained clergy or a volunteer/employee during the course of my ministry or employment, I will:

- Treat everyone including vulnerable adults (those who habitually lack the use of reason) with respect, loyalty, patience, integrity, courtesy, dignity, and consideration and will conduct myself and live a lifestyle which is in conformance with Catholic teachings.
- Avoid situations, when possible, where I am alone with children and/or youth at Church activities.
- Use positive reinforcement when working with children and/or youth.
- Refuse to personally accept expensive gifts from children and/or youth or their parents.
- Refrain from giving expensive gifts to children and/or youth.
- Refrain from viewing or distributing child pornography.
- Report suspected abuse to the Child Protection Service agency and inform the pastor, administrator, or appropriate supervisor. I understand that failure to report suspected abuse to civil authorities is, according to the law, a disorderly person offense.
- Cooperate fully in any investigation of abuse of children and/or youth.

As ordained clergy or a volunteer/employee during the course of my ministry or employment, I will not:

- Smoke or use tobacco products in the presence of children and/or youth while performing assigned duties.
- Use, possess, or be under the influence of alcohol at any time in the presence of children and/or youth while performing assigned duties.
- Use, possess, or be under the influence of illegal drugs at any time in the presence of children and/or youth.
- Distribute pornography to children or youth.
- Attend ministry or employment obligations that would pose a serious health risk to children and/or youth (i.e., fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner. I will ensure that all physical contact is P.A.N. (public, appropriate & non-sexual)
- Use any discipline that frightens or humiliates children and/or youth. Discipline issues will be referred to the administrator or principal
- Use profanity in the presence of children and/or youth especially while performing assigned duties.

I understand that as a ordained clergy, volunteer or employee working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer or employee with children and/or youth.

Printed Name

Signature

Date

Revised May 2017