

Dear All Saints Academy Volunteer

We are excited and pleased that you want to share your time and talents with your children and their friends. The Diocesan Directive for volunteers states that you must (1) attend a VIRTUS training session, (2) submit a background check authorization form and (3) read, sign and return the Standards of Ministerial Behavior form before volunteering in any position at All Saints Academy.

All parents, grandparents, and friends who would like to participate in any activity at ASA must complete these diocesan requirements for Protecting God's Children.

You can begin registering online by going to: www.virtus.org

- On the left side of the page, in the green column, click on First Time Registrant
- Click on "View a list of sessions"
- Click in the box stating "Select your organization"
- Scroll down to "Grand Rapids, MI (Diocese)" and click on it
- Click "Select"
- Scroll down the page to see the locations of the sessions
- Go to the top of the page and click "Start Registration" box
- Complete each step for the registration

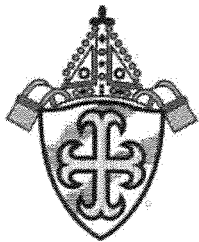
In this packet, you will find a checklist, a background check form, and the Standards of Ministerial Behaviors. Please sign and return the Standards of Ministerial Behavior form, complete the background check sheet, and return both forms to the school office. Know that the background form will be filed in the business office and kept in strict confidentiality. The check that is being completed is a criminal check involving children. If you have lived out of the state any time after the age of eighteen, be sure to include your social security number along with any out of state addresses.

Note: Background checks need to be repeated every five years for volunteers. The diocese also requires us to do a check from the National Sex Offender Public Registry (NSOPR), which is completed at school.

Thank you for your patience and understanding in this matter. We want you to be involved with your children, and we want to keep all of our students safe.

God Bless,

Mr. Michael Debri
Principal



Standards of Ministerial Behavior in Dealing with Children & Young People

We the clergy, women and men religious, seminarians, staff and volunteers of the Diocese of Grand Rapids who have regular contact with children and young people pledge that we will maintain an open and trustworthy relationship with them free of behavior which is sexual in nature.

General Guidelines

- 1.1 Children and young people deserve the Church's highest standard of care. Since adults hold positions of power, we will set appropriate boundaries to assure a safe place for our children and young people in all Church ministries and programs.
- 1.2 We will witness in these and all our relationships the chastity appropriate to our state in life, whether celibate, single or married.
- 1.3 We recognize that needs for affection and intimacy must be addressed outside our work with children and young people.
- 1.4 Recognizing that physical contact with a minor may on occasion be appropriate and in some instances unavoidable, we acknowledge that it can also be misconstrued. It should occur in our work with minors (a) only when completely nonsexual and (b) never in private. In addition, we will not engage in speech, gesture or other behavior which may be construed as seductive or sexually suggestive to a minor.
- 1.5 When working with minors, we know that a team approach is best. We will, to the extent possible, avoid being alone with a minor, including transportation.
- 1.6 We will be accountable to a spiritual director, superior, colleague, spouse or peer to ensure we maintain proper boundaries in our relationships with minors and openly discuss threats perceived to those boundaries by ourselves, a minor or others.
- 1.7 We will educate ourselves concerning the signs of abuse and neglect of minors and take appropriate and requisite action when such signs are recognized. We acknowledge the State of Michigan's *Child Protection Law* in that regard, as well as the Diocese's *Policy on the Sexual Abuse of Minors*, and pledge our support of them.

1.8 Where other civil laws, diocesan policies, and/or codes of ethics govern particular aspects of our relationships with minors, we agree to comply implicitly with them in all respects.

Particular Guidelines

2.1 Priests, unmarried deacons, religious and seminarians will not allow an unrelated minor to stay overnight in their private accommodations or residences unless the minor's parent or guardian is present. Married deacons, staff and volunteers will not share overnight accommodations with an unrelated minor if no other adult is present.

2.2 We will not meet with an unrelated minor in private absent exceptional circumstances. We will not do so, if at all possible, without notifying a superior or colleague in advance. When such a meeting occurs without such notice, we will promptly notify a superior or colleague in writing of the event, the circumstances giving rise to it and what occurred.

2.3 When we meet with an unrelated minor in a public place, but are alone with her or him, we will take the steps necessary to see that the meeting is readily observable to others, both visually and audibly unless confidentiality of the oral communication is necessary in the interest of the minor, in which case we will take additional precautions to assure that the meeting will be within the sight of other adults.

2.4 If a minor is sexually suggestive in speech or behavior, we will inform him or her that such conduct is unacceptable and, when appropriate, take other remedial action to prevent harm to the minor and scandal to others.

2.5 If a minor discloses information about a sexual issue or concern involving a parent, guardian or household member, we will ascertain whether reporting is required (see 1.7, *ante*) or appropriate, putting the minor's health and safety first, and having due regard for a request for confidentiality and/or anonymity by the minor. We will consult with an appropriate professional to determine a proper response.

2.6 Apart from the limited circumstance referenced in 2.5, we encourage parents and guardians to inquire about their children's welfare and our relationship with them. If we become aware of a danger to the health or safety of a young person, we will promptly advise the parent or guardian of our concern.

2.7 We will never provide alcohol, tobacco, illegal drugs, pornography or other inappropriate material to a child or young person. We will never use or be under the influence of alcohol or illegal drugs while in ministry to them. We will not encourage, create, acquire, possess, or distribute images or visual representations of any minor(s) that constitutes child pornography as defined by Michigan law, MCL 750.145c.

2.8 We will follow diocesan policies for screening, supervising and evaluating persons who work with children and young people on a regular basis, and make certain such persons sign on to these guidelines and agree to

follow them.

2.9 We will not provide pastoral counseling, spiritual direction, psychological or other mental health services to a minor or young person unless we are qualified to do so. If we do, we will maintain a log showing the time and place of each session and include minimal information of the content. We will not audiotape or videotape such sessions, and will use the information obtained from them only in educational, homiletic or other professional settings, and only after taking effective means to safeguard the minor's identity and confidential disclosures.

These guidelines, both general and particular, do not address or govern the Sacrament of Reconciliation. Under no circumstances shall there be disclosure, directly or indirectly, of information received in the confessional except as provided by Canon Law.

In implementing these guidelines, we are mindful that they provide a basic structure which seeks to protect children and youth from neglect and sexual abuse, but that no framework can address all the situations which may arise in our work. We believe that human sexuality, our own as well as that of the young people we seek to serve, is a gift inherent in our creation in the image and likeness of our God. We pledge to honor both the spirit and the letter of these standards in light of this belief.

Name

Organization

Pastor/Supervisor

Signature

Date

Clergy, Religious, Seminarian, Staff or Volunteer

Diocese of Grand Rapids

Checklist for All Saints Academy

VIRTUS Protecting God's Children & Touching Safety Record Keeping

This checklist is to assist in identifying areas of compliance required by the Office of Child and Youth Protection under the auspices of the USCCB.

I _____ have completed the following items needed to comply with the VIRTUS requirements for All Saints Academy.

Attended a VIRTUS session or scheduled a VIRTUS session on

_____ at _____.
(Date) (Place)

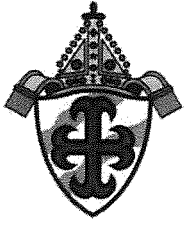
Standards of Ministerial Behavior Dealing with Children and Young People _____
(Date Read)

(Signature)

(Date)

Office Use Only:

Item Recorded	Date Recorded
VIRTUS	
Background Check	
NSOPR Verification	
Standards of Ministerial Behavior	



Background Checks For Volunteers And Employees

In all ministries and programs, we are committed to assure a safe place for our children and young people, and others who may be at risk due to infirmity or disability. Accordingly, the Diocese of Grand Rapids has mandated that criminal history checks be conducted on all employees and volunteers who have regular contact with children or young people. (Ref. Diocesan policy on sexual Abuse of Minors, Section VI, Article D.) Criminal background checks may also be conducted on employees and volunteers who regularly work with at risk adults. We also are obligated to safeguard our property and assets. Other background checks such as employment or character references, driving records, or credit histories may be conducted on select employees or volunteers where their positions include responsibilities for property, assets, or operating vehicles.

In conducting background checks, we will comply with all state requirements, and the federal Fair Credit Reporting Act (FCRA).

Please Note:

- According to the FCRA, we must have your written authorization to conduct a background check. Please give your authorization by completing and signing the *Background Check Authorization Form* we provide.
- On the authorization form, each background check we will be conducting will be indicated by an initialed box. If no box has been initialed, ask your background checks administrator to do so before you sign the form.
- If you do not sign the form and provide all required information, we will not be able to conduct the background check, and we will not be able to place or retain you in a volunteer or employment position.
- In addition to required information, the form also asks for "Other" information. This is information that may be required depending on the type of background check being conducted. In such cases, the administrator will mark or highlight the additional required information.

In other cases, the information requested may be optional. We encourage you to provide all information – required and optional. The more information you provide, the more reliable will be the information we receive. Providing all optional information will help ensure an accurate match of records and avoid potential confusion with similarly-named individuals. Providing your Social Security and Driver's License numbers could also be very helpful to you. If we find a match of an incorrect record with those numbers, you will be able to take steps to correct the records, and ensure there are no actual or potential instances of misuse or theft of your identity.

Be Assured:

- We will conduct only the background checks that are initialed on the form.
- Your information will be held and processed in accordance with strict standards of confidentiality. We will do everything possible to prevent identity theft, and protect your privacy.
- The information you provide will be used only for legitimate employment or volunteer placement purposes, and will not be sold or distributed for other reasons.
- If we find any records or references that might influence a decision to not place or retain you, you will receive all proper notices as required by the FCRA. You will also be able to obtain a copy of the record or other documentation we receive, and contact information for the reporting agency that provided the report. You will have an opportunity to correct any inaccuracies or discrepancies in the report.
- You may request a copy of the *Summary of Your Rights Under the Fair Credit Reporting Act*, prepared by the U.S. Federal Trade Commission, from your background checks administrator. You will receive a copy of the summary of rights if we notify you that we have found a negative report that might cause us to not place or retain you.

Thank you for your cooperation in this important program that will help ensure the safety of those we are committed to protect, and promote greater trust and confidence in our ministries and programs among parents, caretakers, and all others we strive to serve.



BACKGROUND CHECK AUTHORIZATION FORM FOR VOLUNTEERS AND EMPLOYEES

Parish/School/Organization:

All Saints Academy

Grand Rapids

Name

City

Administrator: Initial box (es) to indicate which background check(s) may be conducted with authorization:

Criminal	<input checked="" type="checkbox"/>	Credit	<input type="checkbox"/>	Employment	<input type="checkbox"/>	Character/ Personal	<input type="checkbox"/>
Driving	<input type="checkbox"/>	Credentials	<input type="checkbox"/>	SSN# Verification	<input type="checkbox"/>	Other	<input type="checkbox"/>

Please complete, sign and date this form, and return it to the designated administrator for background checks at your organization.

Required Information

Full Name		Race ¹	Gender ¹ (M/F)	Date of Birth ¹ (Mo/Day/Yr)		
Address		City	State	Zip		
Known by Other Name(s)						
Number of Years in Michigan	Previous residence within or outside of Michigan:					
	a.	Street	City	State	Zip	County
	b.	Street	City	State	Zip	County

Volunteer Position or Job Title Held or Sought with Diocese or Affiliate Organization:

Other Information – May be optional or required, depending on position².

Administrator: Circle/highlight additional information if required.

Driver's License/Michigan ID			Social Security Number	
Number	State	Expiration Date		
Place of Employment	Address		Work Phone	

Authorization

I understand that investigative inquiries into my background are to be made to assess my suitability for employment or volunteer placement. By signing below, I authorize the Diocese of Grand Rapids or its affiliate organizations or representatives to verify any of the information I have provided, and conduct a check of records and/or references with the appropriate individuals and/or organizations. I authorize any of them to release such information as the Diocese of Grand Rapids or its affiliate organizations require, without any obligation to give me written notice of such disclosure. I hereby release the Diocese or its affiliate organizations or representatives from any liability whatsoever as a result of inquiries or disclosures related to my background or character. Further, I will allow a photocopy of this authorization to be as valid as the original for purposes of conducting background investigations.

Signature

Date

¹ Race, gender, and date of birth are requested only for purposes of accurate identification and will not be used to discriminate or violate privacy.

² The requested information will be held in strictest confidence. Providing all optional information will help ensure an accurate match of records and avoid potential confusion with similarly-named individuals. Should an inaccurate record be matched with your identifying information, you will have an opportunity to correct the record, and take steps to prevent further misuse or violations of your identity.