

St. Francis Xavier Parish
Virtus Requirements for Parish/School Volunteers

In the ongoing attention and concern we have for the children in our care, the Diocese of Cleveland has issued new guidelines for all volunteers who work with minors. Those who were previously Virtus-certified may skip #2 on the list below, but they must complete all other procedures.

These requirements must be completed by December 31, 2016

1) BACKGROUND CHECK/FINGERPRINTING:

All volunteers must have their backgrounds checked every 5 years and be fingerprinted. Locations for fingerprinting are listed on the back. Please follow instructions for each location.

Only If you have not lived in the state of Ohio for at least 5 years, also request an FBI background check, to be completed at the same time as the BCI.

2) VIRTUS TRAINING CERTIFICATION: To pre-register for a class, go to www.virtus.org and click on "First-Time Registrant" in the left column to begin the registration process. Select "Cleveland, OH (Diocese)" as your organization. Create a username and password. Click "Continue" to fill in the remaining information. List "St. Francis Xavier, Medina" as your primary location. This is also the process of setting up your online account.

3) ONLINE TRAINING BULLETINS: After you attend VIRTUS training, you will receive periodic email training updates. These brief articles are followed by one question with multiple choice answers, to verify that the content was understood. A record of your ongoing progress will be kept for diocesan records. All VIRTUS-trained personnel should be current with the online training bulletins.

4) IN-SERVICE VIDEOS *REQUIREMENT FOR ALL VOLUNTEERS, CURRENT AND NEW*

To view the videos: www.clevelandchildprotection.org Click on In-Service Videos.

The videos provide updates and reminders as to the Policy for the Safety of Children in Matters of Sexual Abuse and the Standards of Conduct for Ministry. In June 2016, Cleveland Bishop Richard Lennon promulgated revised editions to these documents.

5) TWO REQUIRED DOCUMENTS are to be read and signed after the In-Service videos are viewed.

Click on the link to access the revised documents, under "**Policies for Download.**"

Click on *Policy for the Safety of Children in Matters of Sexual Abuse: Revised June 2016.*

Next, click on *Standards of Conduct for Ministry: Revised June 2016.*

Please return the signed and dated forms to Melissa at the parish office.

Thank you for your willingness to give of your time for the benefit of our young people. I really appreciate your understanding and follow through with these matters.

Rev. Anthony Sejba

Fingerprinting (BCI/FBI) Locations

1) Medina Sheriff's Office, 55 Independence Drive. Going south on SR-42 from the Medina Square, turn right on Independence Drive.

Phone: 330-764-3629. Hours: Monday - Friday, 8:00 am-11:00 am, and 1:00 pm-2:30 pm.

Call and ask for an appointment with Sandy. Request a BCI/FBI Webcheck.

They will bill St. Francis Xavier, so you do not have to pay a fee.

To register online for an appointment: <http://www.medinasheriff.com/Webcheck.htm>

2) Medina County Schools Educational Service Center, 124 W. Washington St.

Phone: 330-723-6393. Hours are: Monday-Friday, 8:00 am - 12:00 pm; 1:00 - 4:00 p.m.

Please call for an appointment: Capri Blasco, ext. 127, or Cari Wiley, x. 140.

They will bill St. Francis Xavier Parish, so you do not have to pay a fee.

3) St. Ambrose Church, 929 Pearl Road, Brunswick.

Parish website: <http://www.stambrose.us/> Online sign-up only.

On the right side of the home page of St. Ambrose, right column under "Quick Links," click on "Background Check." This link will take you to a page to sign up.

A fee of \$60 for combined BCI / FBI is to be paid to St. Ambrose at the time you are fingerprinted.

No credit cards – St. Ambrose accepts only cash or check for payment!

Bring your receipt to the St. Francis Xavier Parish office for reimbursement.

A copy of your results will be mailed to the parish office: attention Fr. Tony Sejba.