

MEMORANDUM

TO: Pastors and Parish Staff
FROM: Cathy Shannon, Director of Child Protection/Victim Assistance
DATE: September 26, 2025
REGARDING: Personal Safety Education for Children and Youth in Parish Programs

This memo is a reminder that parishes are to provide personal safety education for all children and youth in the parish programs every year. This education is required under the US Bishops' *Charter for the Protection of Children and Young People* and the Archdiocese of Portland Child Protection Policy.

The lessons for this education are from the Virtus: Empowering God's Children Program. Parishes are required to use one lesson a year. The lesson chosen should be the following lesson from the one presented the previous year. If you did not present a lesson last year, then do lesson 1 this year.

This lesson should be completed by **November 26, 2025**. If you need to discuss a change in the deadline for this year, please contact me by email, cshannon@archdpdx.org.

You will find sample letters to parents about these lessons as well as the opt-out form on the Child Protection website under the Administrator/Trainer Portal. The password for this section is Trainer. Parents need to request the opt-out form; it should not be sent out to all families before the lesson is presented. Prior to the lesson, it would be a good time to offer the parent education on protecting their children from abuse and letting parents review the lessons being presented.

If you have any questions about these resources, contact your local trainers or email me.

Thank you for all you do to keep children and youth safe.