



# VOLUNTEERS in Ministry for the Diocese of Trenton 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 volunteer in Diocese of Trenton parishes and/or schools while children or vulnerable adults are present:

## 1. **Required Documents:**

- a. **Application:** is a broad term that covers volunteer applications, employee applications, 3<sup>rd</sup> party contracts, etc. Application is just an information sheet on a person (i.e., name, address, contact information, etc.). Most schools and parishes have their own custom application.
- b. **Code of Conduct:** a document drafted by the Diocese of Trenton that outlines the behavioral expectations for anyone volunteering at a diocesan facility.

## 2. **VIRTUS Training:** Live session or online modules.

- a. New volunteers, please go online to [www.virtus.org](http://www.virtus.org) to register a VIRTUS account with the Trenton Diocese and your parish. During account creation you will be prompted to select a training session, either online or in-person. In-person sessions are held periodically throughout the year at select Diocese of Trenton parishes. VIRTUS training is valid for four years.
- 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 any additional locations of other ministries. If someone is moving into the parish and attended VIRTUS in another diocese they can transfer their account to the Trenton Diocese by calling the Virtus Help Desk at 1-888-847-8870.

## 3. **Criminal History Background Check:**

- a. All new volunteers and employees are subject to a background check conducted through fingerprint analysis by the NJ State Police. Use of the correct Contributor Case Number is vital for the Diocese of Trenton to receive the results. Users are directed to IdentoGO to schedule a fingerprint appointment during VIRTUS account creation.
- b. All new volunteers will be required to have their background check reevaluated within 90 days of fingerprinting. This re-evaluation will be completed online via their VIRTUS account through a third-party vendor called Selection.com.

Protecting our children is the main priority for 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 while in ministry. Therefore, we require that these three areas of compliance be satisfied **before you begin your ministry.**