



Hello Sister/Brother,

Welcome to the Diocese of Austin and thank you for sharing your ministry with us here in Central Texas!

This email is to help you complete our diocesan safe environment requirements (called Ethics & Integrity in Ministry, or EIM) so that you will be compliant and eligible to serve in the diocese.

If you are brand new to ministry in the diocese and have completed registration in VIRTUS Online in another diocese:

Contact the EIM Office at eim@austindiocese.org and we will work with VIRTUS to have your account transferred here and review what local updates may be required to complete your compliance.

If you are brand new to ministry in the diocese and have never completed registration in VIRTUS Online, visit www.virtus.org and complete the registration process, which takes 5-10 minutes to complete. Notes for completing the registration:

1. Select Austin as the Diocese
2. Use your legal name in the name fields and enter your religious name (Sr. xx or Br. xx) in the Name Known As field
3. For **Primary Location**, if you will serve at a parish, select the parish name (or if at a school, select the school name); otherwise, select XX – Pastoral Center at the bottom of the dropdown menu
4. for **Primary Role**, if you are employed or volunteer at the parish or school, select Educator, Employee, or Volunteer, for **Specific Position of Service** select XX Religious Brother – active or XX Religious Sister – active, and in the Title or Position of Service field briefly describe the ministry you will do (e.g. teacher, DRE, volunteer with elderly, etc.)
5. After completing the questionnaire and documents, you will be able to view and sign up to attend a 3-hour in-person EIM training session, which teaches how to spot and report boundary violations and abuse, particularly child sexual abuse. You must attend the workshop within 30 days to remain provisionally eligible to serve in the diocese. Once you have attended the workshop, your account will be updated and you will be fully compliant to serve in the Diocese of Austin.

If you are returning to ministry in the diocese:

Contact the EIM Office at eim@austindiocese.org and we will find and reactivate your EIM account. If any information or compliance requirements need to be updated, we will be in touch directly.

We look forward to meeting you soon!

Abby Turner –Director
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