

# NEW Parish Employees/Volunteers and NEW School Volunteers

As of June 15, 2023

The Diocese of Metuchen requires all parish employees/volunteers and school volunteers that interact with children to meet the legal requirements before volunteering/begin working with children.

## Requirements

1. Application form completed and signed
2. Confidentiality Agreement completed and signed
3. Pastoral Code of Conduct signed
4. Background check- Fingerprinting scheduled and completed
5. Protecting God's Children for Adults Class attended

## Process

1. Go to <https://www.virtusonline.org/virtus/index.cfm>
2. If you have an account, log in. If you do not have an account, click on First time registrant and create an account.
3. Select if you are a Parish employee, Parish Volunteer or School Volunteer. Follow the prompts for your position.
4. Please fill out the forms listed above. Please either drop them off in the school office or email them to the school at [schooloffice@icsspotswood.com](mailto:schooloffice@icsspotswood.com)
5. As you go through the process, it will take you to the selection.com site so you can schedule your Fingerprinting appointment.
6. As you go through the process, it will prompt you to schedule your Protecting God's Children class.
7. Fill out and return to the group leader the required forms as listed at the top of this page

If you have questions about any of these requirements, please contact Cathy Chempanos at 732- 251-3090.

Thank you,

Cathy Chempanos

Background Coordinator Rev 6/2/2023



## Diocese of Metuchen, New Jersey Volunteer Application

Diocese/Parish/School/Facility: \_\_\_\_\_

Town/City: \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Maiden Name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long at current address: \_\_\_\_\_

Phone: Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Volunteer Service Position: \_\_\_\_\_

What Parish do you belong to? Name \_\_\_\_\_ Town \_\_\_\_\_ For how long? \_\_\_\_\_

Current employer \_\_\_\_\_ Address \_\_\_\_\_

Check here \_\_\_\_\_ if you have had a criminal records check with one of the Diocese of Metuchen Catholic Schools and/or Parishes. Enter date of last record check: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor? Yes / No. If yes, explain \_\_\_\_\_

**NOTICE:** If you are applying for a position where you will have direct contact with a child or children under the age of 18 years in more than one instance; or where you will engage in an overnight activity with a child or children under the age of 18, even in one instance; or where you will have contact with adults who are senior citizens or who have physical or mental limitations, you shall be subject to a criminal history background investigation before your volunteer services begin.

**Volunteer Applicant Consent Form for a  
Criminal History Background Investigation**

**Please review the following information carefully and sign below where indicated.**

I, [ \_\_\_\_\_ ] certify and declare under penalty of perjury under State and Federal  
name of volunteer applicant

law that the information contained in my Volunteer Application submitted to the Diocese of Metuchen (the "**DIOCESE**") is complete, true and accurate. I understand that falsification or omission of any requested information may result in immediate termination of my volunteer position or activities.

I understand that as part of my volunteer application process and as part of my volunteer activities, a criminal background investigation may be performed on me. In consideration of the **DIOCESE's** review of my application to volunteer and/or my continuing volunteer activities, I now consent to and allow the **DIOCESE**, or its authorized agents bearing this release or copy of this release, to perform a criminal and personal background investigation on me. I also authorize them to contact any past church, youth organizations, agencies where volunteer service have been completed, and any individual or organization which might be relevant to my desired volunteer position. Such individuals and organizations are authorized to release such information as may be requested by Diocesan/Parish personnel.

I authorize all persons and organizations, including law enforcement agencies and Courts that may have information concerning this background investigation, to disclose such information to the **DIOCESE** or its authorized agents. I hereby release the **DIOCESE**, its authorized agents, and all persons and organizations providing information from all claims and liabilities of any nature in connection with this investigation. I hereby further authorize that a photocopy of this authorization may be considered as valid as the original.

I understand that the Diocese of Metuchen and Parish have a "ZERO TOLERANCE FOR ABUSE" policy and that they take all allegations of abuse seriously. I further understand that they will cooperate fully with the authorities to investigate all claims of abuse. A claim of abuse of any child or any vulnerable adult, including any person who is elderly or has physical or mental limitations, are grounds for immediate termination of my service.

I further attest that I will read and abide by the Diocesan, Pastoral Code of Conduct when working with minor children and vulnerable adults.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

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\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

DIOCESE OF METUCHEN DEPARTMENT OF EDUCATION  
CONFIDENTIALITY AGREEMENT

This Agreement is made as of \_\_\_\_\_, 20\_\_ by and between the Diocese of Metuchen Dept. of Education and \_\_\_\_\_ (the "Volunteer"),

\_\_\_\_\_  
[Address, City, State, Zip Code] (Collectively, "the Parties" and each individually "Party").

In consideration of the promises and mutual covenants contained in this Agreement, and for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties agree as follows:

1. Effective Date. This Agreement shall become effective on the date and time at which any Confidential Information (as defined in Section 2 below) is/was first disclosed to Volunteer.

2. Protection of Diocese of Metuchen Department of Education's Confidential Information.

(a) Confidential Information. For the purposes of this Agreement, ["School Name"] includes Diocese of Metuchen Department of Education, the Diocese of Metuchen and their trustees, officers, employees, agents, clergy, and affiliates, including, but not limited to, the Bishop of the Diocese of Metuchen and their parishes, missions, schools, and assigns. Diocese of Metuchen Department of Education develops, compiles and owns certain proprietary and confidential information that has great value in its business ("Confidential Information"). Diocese of Metuchen Department of Education also has access to Confidential Information of its Constituents. ("Constituents" shall mean any persons or entities for whom Diocese of Metuchen Department of Education performs services or from whom Diocese of Metuchen Department of Education or Volunteer obtain information, including, but not limited to, parents). Confidential Information includes not only information disclosed by Diocese of Metuchen Department of Education or its Constituents to Volunteer in the course of his or her service, but also information developed or learned by Volunteer during the course of his or her service with Diocese of Metuchen Department of Education. Confidential Information is to be broadly defined. Confidential Information means all information and data of Diocese of Metuchen Department of Education revealed, directly or indirectly to volunteer in connection with his or her service regardless of the form in which it appears, or under which it is communicated, all copies or recordings thereof, or other documents containing or reflecting such information. Confidential Information also includes, but is not limited to, all information of which the unauthorized disclosure could be detrimental to the interests of Diocese of Metuchen Department of Education or its Constituents, whether or not such information is identified as Confidential Information by Diocese of Metuchen Department of Education or its Constituents. By example and without limitation, Confidential Information generally includes any and all information concerning unpublished financial data, personal data, personal identification information, marketing data, data, know-how, marketing plans, business plans, strategies, Constituent lists, the ParishSoft Database, Constituent databases, computer data, information about Constituents, including, but not limited to financial information, methods for developing and maintaining relationships with current and prospective Constituents,

prospective Constituent lists, procedural manuals and orientation or training programs and contribution rates.

(b) Specific Types of Confidential Information. For purposes of this Agreement, Confidential Information includes, but is not limited to the following:

i. The names, addresses, or site locations of Diocese of Metuchen Department of Education's past, present or prospective Constituents;

ii. Information contained within the Diocese of Metuchen Department of Education or ParishSoft database;

iii. Diocese of Metuchen Department of Education's relations with its Constituents;

iv. Financial, contribution and marketing data, and personal information compiled by Diocese of Metuchen Department of Education as well as Diocese of Metuchen Department of Education's financial, contribution and marketing plans and strategies;

v. All ideas, concepts, information and written material about Constituents disclosed to Volunteer by Diocese of Metuchen Department of Education or acquired from Constituents of Diocese of Metuchen Department of Education, and all financial, accounting, statistical, personnel and business data and plans of Constituents;

vi. Other confidential information concerning Diocese of Metuchen Department of Education's business and manner of operation; and

vii. Additional confidential information or knowledge developed or obtained by Volunteer during the term of this Agreement shall be deemed by the parties to this Agreement to be included within the terms of this Paragraph 2(b).

(c) Protection of Confidential Information. Volunteer agrees that at all times during or after his or her service, he or she will hold in trust, keep confidential, and not disclose to any third party or make any use of the Confidential Information of Diocese of Metuchen Department of Education or Constituents except for the benefit of Diocese of Metuchen Department of Education or Constituents and in the course of his or her service with Diocese of Metuchen Department of Education. The Confidential Information shall not be sold, traded, duplicated, published, transmitted, displayed, performed, altered or otherwise disclosed by Volunteer to anyone in any manner whatsoever. Volunteer further agrees not to cause the transmission, removal or transport of Confidential Information from Diocese of Metuchen Department of Education's principal place of business in [City], New Jersey or such other place of business specified by Diocese of Metuchen Department of Education in writing. Volunteer acknowledges that the Confidential Information is a unique asset of Diocese of Metuchen Department of Education, developed and perfected over a considerable time and at substantial expense to Diocese of Metuchen Department of Education, regardless of whether such

information is the property of Diocese of Metuchen Department of Education or its Constituents, and Volunteer further acknowledges that he or she is aware that the unauthorized disclosure of Confidential Information of Diocese of Metuchen Department of Education or its Constituents may be highly prejudicial to their interests and an invasion of privacy and shall constitute irreparable injury which cannot be fully compensated by monetary damages. The obligations set forth in this Section 2 shall survive the termination of Volunteer's service with Diocese of Metuchen Department of Education and shall continue without limitation as to time.

#### 4. Termination of Service.

(a) Return of Property. In the event of termination (voluntary or otherwise) of Volunteer's service with Diocese of Metuchen Department of Education, Volunteer agrees, promptly and without request, to deliver to and inform Diocese of Metuchen Department of Education of all documents and data pertaining to his or her service and the Confidential Information of Diocese of Metuchen Department of Education or Constituents, whether prepared by Volunteer or otherwise coming into his or her possession or control, and regardless of the media in which such Confidential Information or other property of Diocese of Metuchen Department of Education is stored. Volunteer will not retain any written or other tangible material containing any information concerning or disclosing any of the Confidential Information of Diocese of Metuchen Department of Education or Constituents. Without limiting the foregoing, Volunteer further agrees not to erase or destroy computer records or drives or electronic communication or other tangible embodiment of Confidential Information.

(b) Sanctions for Unauthorized Taking of Confidential Information and Trade Secrets. Volunteer recognizes that such unauthorized taking of Diocese of Metuchen Department of Education's Confidential Information and trade secrets could result in civil liability and that willful misappropriation may result in an award against Volunteer for damages and attorneys' fees in collecting such damages, and exemplary or punitive damages.

(c) Obligations Following Termination. Volunteer also agrees that in the event of termination (voluntary or otherwise) of Volunteer's service with Diocese of Metuchen Department of Education, Volunteer will protect the value of the Confidential Information of Diocese of Metuchen Department of Education and its Constituents and will prevent its misappropriation or disclosure. Volunteer will not disclose or use to his or her benefit (or the benefit of any third party) or to the detriment of Diocese of Metuchen Department of Education or its Constituents any Confidential Information. Nor shall Volunteer directly solicit any Constituents from Diocese of Metuchen Department of Education following termination (voluntary or otherwise) of Volunteer's service with Diocese of Metuchen Department of Education.

5. Injunctive Relief. Because Volunteer's breach of this Agreement may cause Diocese of Metuchen Department of Education irreparable harm for which money is inadequate compensation, Volunteer agrees that Diocese of Metuchen Department of Education will be entitled to preliminary and permanent injunctive relief to enforce this Agreement, in addition to damages and other available remedies.

6. Attorneys' Fees. If any action is necessary to enforce this Agreement, the prevailing party shall be entitled to recover its attorneys' fees.

7. Entire Agreement. This Agreement expresses the entire understanding of the parties about the described subject matter. This Agreement may not be amended except by an instrument in writing signed by both parties. This Agreement shall be binding on the heirs, executors, administrators, and other legal representatives and assigns of Volunteer, and is for the benefit of Diocese of Metuchen Department of Education and its successors and assigns.

8. Cumulative Remedies. Each and all of the several rights and remedies provided for in this Agreement shall be cumulative. No one right or remedy shall be exclusive of the others or of any right or remedy allowed in law or in equity. No waiver or indulgence by Diocese of Metuchen Department of Education of any failure by Volunteer to keep or perform any promise or condition of this Agreement shall be a waiver of any preceding or succeeding breach of the same or any other promise or condition. No waiver by Diocese of Metuchen Department of Education of any right shall be construed as a waiver of any other right. Diocese of Metuchen Department of Education shall not be required to give notice to enforce strict adherence to all terms of this Agreement.

9. Severability. If a court finds any provision of this Agreement invalid or unenforceable as applied to any circumstance, the remainder of this Agreement and the application of such provision to other persons or circumstances shall be interpreted so as best to effect the intent of the parties hereto. The parties further agree to replace any such void or unenforceable provision of this Agreement with a valid and enforceable provision that will achieve, to the extent possible, the economic, business, and other purposes of the void or unenforceable provision.

10. Governing Law. The internal substantive laws of the State of New Jersey for agreements to be wholly performed therein shall govern this Agreement, without regards to New Jersey choice of law or conflicts of law principles.

11. Amendments. No amendments, changes or modifications to this Agreement shall be valid unless the same are in writing and signed by a duly authorized representative of each of the Parties hereto.

12. Counterparts. This Agreement may be executed in counterparts, and each counterpart shall for all purposes be an original, and all such counterparts shall together constitute one and the same Agreement.

13. Confidential Nature of Legal Proceedings. In the event that any legal proceedings arise out of or are related to this Agreement, the parties agree to execute and submit to the court a Consent Order which requires that all Confidential Information of Diocese of Metuchen Department of Education contained in documents and oral testimony, secured in connection with such litigation, shall be conducted, received, heard, and maintained by the court and the parties in secrecy, available for inspection only by Diocese of Metuchen Department of Education, the Volunteer and their respective attorneys and experts, and by the appropriate



court personnel having a need to know the information. This paragraph is not intended to limit the terms of said Consent Order, which shall contain all provisions reasonably necessary to protect the confidentiality of proprietary information belonging to Diocese of Metuchen Department of Education.

14. Survival. The obligations set forth in this Agreement shall survive the termination of Volunteer's service with Diocese of Metuchen Department of Education and shall continue without limitation as to time unless otherwise set forth therein.

VOLUNTEER HAS READ THIS AGREEMENT CAREFULLY AND UNDERSTANDS ITS TERMS.  
IN WITNESS WHEREOF,

Volunteer Diocese of Metuchen Department of Education

By: \_\_\_\_\_ By: \_\_\_\_\_

Parish/School: \_\_\_\_\_ Title: \_\_\_\_\_

Town: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_



## Diocese of Metuchen Adult/Volunteer Code of Conduct



Young people are the most important gifts God entrusts to us. As an adult participant in a Diocese of Metuchen/parish sponsored youth event or program, I promise to strictly follow these policies and standards as a condition of my providing services to this diocese/parish.

### Adult Volunteer/Chaperones will

Conduct myself in a manner that exhibits the highest Christian ethical standards and avoids even the appearance of impropriety, and therefore

- Report suspected abuse of any minors to appropriate authorities
- Cooperate fully in any investigation of abuse of minors
- Develop and maintain the level of skill required to be competent in ensuring the safety of minors
- Be knowledgeable of and adhere to all applicable aspects of diocesan policies for Protecting God's Children
- Complete training in youth protection in the Diocese of Metuchen
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration
- Honor the equality of all people, avoiding all forms of discrimination and respecting the dignity of each person without regard to economic status, age, gender, race, ethnicity, religion, sexual orientation or physical or mental abilities
- Use positive reinforcement and communication rather than criticism, unhealthy competition or comparison
- Become thoroughly familiar with the objectives and guidelines of the program in which I am participating and strive to achieve these objectives and communicate them appropriately
- Be aware of and adhere to emergency plans and evacuation routes appropriate to the program in which I am participating
- Be responsible and/or accountable for stewardship of all resources entrusted to my care
- Uphold the authority of those responsible for the program or activity in which I am participating and assist them in every way to encourage learning and to conduct fair and impartial events
- Avoid situations where I am alone with minors, always following the two adult rule
- Avoid any form of excessive familiarity, inappropriate language or any situation and conduct that exploits or could give the appearance of exploiting another
- Follow practices that consistently exhibit zero tolerance for any form of abusive behavior
- Follow practices that demonstrate appropriate relationships between all diocesan personnel and minors that are important for a child's development and a positive part of ministry

**CODE OF PASTORAL CONDUCT**

**ACKNOWLEDGMENT OF RECEIPT AND REVIEW**

I have received and reviewed *The Roman Catholic Diocese of Metuchen Code of Pastoral Conduct*. By means of my signature, I express my understanding and acceptance of its terms. I also understand that this form will be maintained in my secure personnel file.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

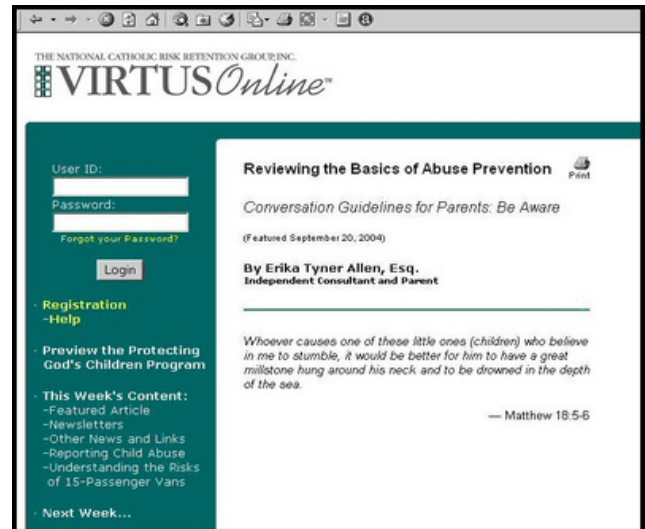
Date \_\_\_\_\_

## Registration Instructions

Before or after your first Protecting God's Children session (*but not both*), you will need to register with the VIRTUS Program. This is required of all participants. If you do not have Internet access, and cannot temporarily gain Internet access via school, university, library, work, home or other means, please register with your Facilitator or your VIRTUS Coordinator.

Go to <http://www.virtusonline.org>

On the left-hand side of the page, click the yellow link labeled "Registration."



Choose the name of your organization from the pull-down menu by clicking the downward arrow and highlighting your organization. Once your organization is selected, click "Select."

Please select your Archdiocese/Diocese/Religious Organization from the list below:

- Select your organization ----->

Create a user ID and a password you can easily remember. This is necessary for all participants. This establishes your account within your Diocese and the VIRTUS program. If your preferred user ID is already taken, please choose another ID. We recommend the use of email addresses as user names. Click Continue to proceed.

Please create a user id and password that you will use to access your account

Create a User ID:

Create a Password:

Provide the information requested on the following page. Several fields are required, such as name, address, phone number and e-mail address. Click Continue to proceed.

•

*If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org. This will notify your VIRTUS Coordinator that you do not have an email address.*

• *If you do not have personal Internet access, and you are not able to obtain temporary Internet access for one hour per month, complete the registration process and your VIRTUS Programs Coordinator will contact you. Other options are available for your continued training.*

Please provide the information requested below

Salutation:

First Name:

Middle Name:

Last Name:

Email:

Home Address:

Home Address Cont'd:

City:

State:

ZIP:

Work Phone:

Home Phone:

\* Required field

Select the PRIMARY location where you work, volunteer or worship. You will be able to select additional locations later if you serve at multiple locations within your organization. Click Continue to proceed.

Please select the primary location where you work, volunteer or worship

Location:

If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer or worship.

## Registration Instructions

Your current list of locations is displayed. If you need to add an additional location, choose YES. Otherwise, choose NO.

This is the list of locations with which you are associated:

St. Josephs Parish (Tulsa)

Do you need to add another location?

YES

NO

Select the role(s) that you serve within your organization. Please check all roles that apply. Additionally, if you have a title within your diocese, enter it in the box.  
etc. Click Continue to proceed. I.e. Teacher, DRE, Catechist,

Please select the roles that you play within your diocese

Please check all that apply.

☐ Candidate for ordination

☐ Parent

☐ Deacon

☐ Priest

☐ Educator

☐ Volunteer

☐ Employee

If you have a title within your diocese, please enter it here:

Continue

Answer three YES/NO questions and then click Continue.

Are you a parent or guardian of a child under 18?

☐ Yes

☐ No

☐ I choose not to answer this question

If you have already attended a Protecting God's Children Session, click YES, otherwise click NO.

Have you already attended a Protecting God's Children Session?

YES

NO

If you chose NO during the previous step, you will be presented with a list of all upcoming sessions within your organization. When you find the session you would like to attend, click the circle next to the title.

If you chose YES during the previous step, skip this step.

If you chose YES, you will be presented with a list of all sessions that have been held within your organization. Choose the session you attended by clicking the downward arrow and highlighting the session, and then click Complete Registration.

Please select the session you wish to attend

Unless otherwise noted all sessions are conducted in English.

☐ Protecting God's Children for Adults

Where: Test Site (Tulsa)

When: Monday, October 25, 2004  
6:00 PM

Estimated time: 3 hrs

Spaces remaining: 7 of 25

Please select the session you attended

-- Please select --

Complete registration

You will see a message on your screen confirming that you have completed the registration process. If you correctly entered your email address during the process, you will receive an email confirming your information. Additionally, your Virtus Coordinator may contact you via e-mail with information regarding your continuing training status.

If you have additional questions about the registration process, please contact your session's facilitator, your Virtus Coordinator, or the VIRTUS Help Desk at 1-888-847-8870.

Thank you for completing the registration process.

Thank you for registering for a Protecting God's Children session and with VIRTUS Online. You will receive an email confirming your registration for the session you selected.

After you attend your session, your account request will be reviewed by your Coordinator.

You will be notified via email when your VIRTUS Online account is activated.

Go to VIRTUS Online

Close Browser

A PROGRAM AND SERVICE OF  
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.



# VIRTUS<sup>®</sup>Online

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Home

Catherine Chempanos

Diocese of Metuchen, NJ

Message Center

## Current Training



You have no modules assigned

[You are registered for  
a session](#)

## Training History



You have not attended any sessions

You have not completed any  
modules

## Background Checks



No action required at this time

## Required Documents



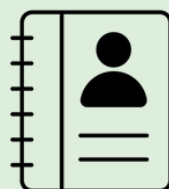
Your documents are current

## Training Bulletins



[Read the bulletin](#)

## Contacts



Your primary contact

Catherine Chempanos  
schooloffice@icsspotswood.com

## My Info



Your primary location  
Immaculate Conception Elementary School  
(Spotswood)

Your primary role  
Employee

## Reporting Abuse



[Click here for reporting options](#)

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