SAFE ENVIRONMENT REQUIREMENTS/INSTRUCTIONS

Thank you for your ministry here at St. Richard Parish! We are so thankful that you are willing to share your time, talents and treasure with us. The Diocese of Pittsburgh requires that all volunteers in ministry who have regular contact with children comply with the "Safe Environment" Policy, which includes the following components:

- **Diocesan Database and National Criminal Record Check:** All adults who have regular contact with minors are to complete the Diocese of Pittsburgh's database application. Once this application is complete, it will also be used to obtain a Pennsylvania State Police criminal record check (see page 2 for instructions).

- **PA Criminal Record Check *:** Required for all volunteers, ages 18 and above, who work in ministry with children or teens. **Must be renewed every FIVE years.** Completed with the Database application listed above.

- **PA Child Abuse Clearance Form:** Required for all volunteers, ages 18 and above. The link to allow you to do this online is as follows:
  https://www.hhsapps.state.pa.us/iam/im/citizenpub/ca12/index.jsp?task.tag=SelfRegistrationCitizen. There is NO cost because you are a volunteer. Please complete the application and you will be able to either print it off or have it mailed to you within 7 days. The clearance will come from the Department of Human Services. IF you have a child abuse clearance dated within the past five years for some other volunteer capacity, you can furnish copy of that clearance and will not have to reapply.

- **Protecting God's Children Workshop:** The "Protecting God's Children" workshop is required for all adults, age 18 and up, who wish to volunteer in ministry with children. It is an excellent program that truly equips adults to create safer environments for children. Go to www.diopitt.org and under "Protection of Children and Youth" click "Parish Volunteers." Click #4 "Online Class" and follow the instructions. Please print and turn in the certificate of attendance upon completion of the workshop.

- **Pastoral Code of Conduct and Child Protective Services Law Acknowledgement::** All volunteers of all ages in all ministries must read these two booklets and sign electronically before you can complete the Diocesan Database.

- **Fingerprinting:** If you have lived continuously in the state of Pennsylvania for the last 10 years, you may sign a waiver for the fingerprinting requirement. If you have lived elsewhere, please contact Mary Jordan for the proper registration form.

- **Mandated Reporter Online Training:** For those who work **DIRECTLY** with children in Faith Formation and Youth Ministry, you must also complete this online course. Go to www.diopitt.org and under "Protection of Children and Youth" click "Parish Volunteers." Click #5 Mandated Reporter Training. Click #2 and follow the instructions for the online class. Please print and turn in the certificate of attendance upon completion of the workshop.

If you have clearances dated within the past 5 years from another organization,
copies of these may be submitted to the Parish Office instead of applying for new clearances.

Thank you again for volunteering with St. Richard Church and thank you for taking the time to complete these administrative tasks. May Christ bless you for your generosity. Should you have any questions, please contact Mary Jordan at (724) 444-1971 extension 112.

The Diocese of Pittsburgh has established a centralized electronic database for those who work and minister in the Church, and have regular contact with young people under the age of 18. This includes all clergy, religious, employees and volunteers in the parish who have contact with youth in their work or ministry.

The centralized diocesan database is a means to ensure that the Church-–locally and nationally—not only fulfills the mandate of the Church in the United States as outlined in the *Charter for the Protection of Children and Young People* and the clear requirements of the 2004 diocesan policy, but also meets the requirements of state and federal law.

Completing the application that will create your file will take about 20 minutes of your time. Instructions will be given on each page that will walk you through the process. If you do not have access to the Internet, you can obtain a paper copy of the application at the parish. Please note, where it asks for Primary Parish/School/Agency, please select: **Gibsonia: Saint Richard Parish**.

1. Log on to the website for the Diocese of Pittsburgh: www.diopitt.org
2. Click on "Protection of Children" at the top of the page.
3. Scroll down and click on the profile which best describes your ministry.
4. Scroll down and click on #1-link to the Safe Environment database.
5. At the top of the login page, click on the underlined click here where it says, "If you do not have a user id and password, please click here to register."
6. You will now be at the "New User Registration" screen, and all fields under this will require entry except for the email address.
7. In the "Primary Site" field, select the entity where you do the majority of your work or ministry. The "Type of Application" requires you to check whether you are an employee or volunteer. The "User ID" field requires that you enter your own password for access to your application. The bottom of this screen explains the requirements of a User ID. The "Password" field is similar, and you will be asked to type it in twice.
8. This will take you to the **"access code field"** where you enter the diocesan password **"Protect"**.
9. In the "First Name" and "Last Name" fields, type in your name as it appears on your driver's license. In the "Date of Birth" field, type your date of birth in the mm/dd/yyyy format. You will be asked to type it in twice.
10. Write down your User ID and Password for future reference, and click the "Register" button. You should receive a message that you have successfully registered.
11. Then, click on the underlined link where it says, "Please click here to login and continue your application."
12. At the Login Page, enter your User ID and Password, and click "Login". This will take you to the Application Screen for you to fill out your application.