

Safe Environments at St. Anastasia (ALL Volunteers!)

Adult (18+) and Teen (14+) volunteers in our parish must complete Safe Environments training. Training is provided through a website called Virtus at **www.virtusonline.org**. Adults need to complete a “Protecting God’s Children” (PGC) workshop, and teens need to complete a “Healthy Relationships” workshop. **(Teens create an account just like adults and will be directed to the appropriate training).**

If you have already attended a PGC workshop... read this!

that means **you already have a Virtus account** (even if you don’t remember having one). **You do have a User ID and a Password** (even if you don’t remember them). If your training was completed over 3 years ago, you need **Recertification Training** – which is a 2-hour, pausable, self-directed Online Training Module. This online training is accessed through your account. *I’m happy to help you get into your account* (see email below) – or you may go to **www.virtus.org**, click on the blue “I Need Login Help” link (see image to the right) to recover your User ID and/or Password. Once in, click on the box that says “Current Training” to find your assigned training module. *Please do not create a new account as it delays and complicates the process!*

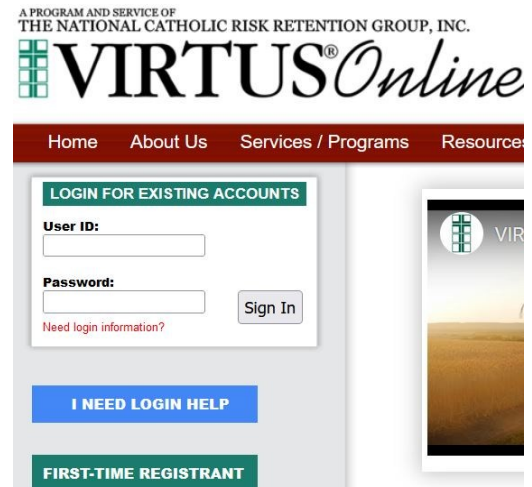
If you have never attended a PGC workshop...

you will need to create an account, complete the training and the background check. Here’s a step-by-step guide to do that:

- Go to **www.virtusonline.org**
- Click on First-Time Registrant box
- Begin the Registration Process
- Select “Detroit, MI Archdiocese”
- Have you previously registered with VIRTUS Online? - No
- Create User ID (be sure to write down and save)
- Create Password (be sure to write down and save)
- Click on Continue
- Add in your information
- Select where you volunteer, work, etc.: - St Anastasia Parish (Troy)
- Select your primary role (Volunteer—either more or less than 3x/year) with check mark
- Are you associated with any other location – Yes or No
- Do you interact with minors? - Yes or No (i.e. catechist, coach, chaperone, etc.)
- Do you interact with vulnerable adults? - Yes or No (consistent, sustained contact)
- Do you officially manage or oversee others on behalf of this organization? - Yes or No
- Here you may be presented with a Volunteer Code of Conduct – read through, check the box at the end, then fill in your full name and today’s date, i.e., MM / DD / YYYY
- Have you already attended Protecting God’s Children? – No

⇒ **Finally, CHOOSE the session you wish to attend** (there are 3 different training methods):

- 1) **Online Training**—This is the shortest and most convenient option. **If you don’t see this offered**—simply log out without choosing a session and you will receive an email letting you know when it’s assigned. Then log into your account and click on the **link** to begin training. This is a 2-hr, pausable, online process.
- 2) **Online Webinar**—This is a **ZOOM call meeting**—where you meet with others online for a 3-hour workshop. You must be logged in to the meeting and participating for the full 3-hrs to receive credit.
- 3) **PGC Workshop**—This is an in-person, 3-hr workshop on a particular day/time in a specific location. If this is your preference, go ahead and sign up for what works for you.



Adults (18+) will also need to fill out and turn in a background check.

Let me know if you need help with the process... I can help!

Maryann Brani, Local Virtus Administrator, mbrani@stanastasia.org, 248-689-8380, Ext. 111

Archdiocese of Detroit Church Personnel / Volunteer Criminal Background Check Disclosure and Authorization Form

Drop off or mail in completed form to:

St. Anastasia, ATTN: Safe Env (M. Brani), 4571 John R, Troy MI 48085

Hiring Entity Name/Address: St. Anastasia Catholic Church, 4571 John R Rd, Troy MI 48085

As a church, we value the safety of children in our care, our employees and volunteers and the people whom we serve. We want to take prudent measures to protect our human and material resources. The Archdiocese mandates that criminal history background checks be conducted for all Church personnel and Volunteers who may have unsupervised contact with a child, the elderly or persons with disabilities. Please complete this form of basic information about you, which assures the best possible program and safety for all—and return this form to the parish listed above.

<u>First Name</u>	<u>Middle Name</u>	<u>Last Name</u>	<u>Phone Number</u> () -	<u>*Date of Birth</u> / /
<u>Known by other name(s)? (Maiden Name / Previous Names or Aliases used)</u>			<u>Email Address</u>	
<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>How many years in Michigan?</u> (if less than 7 years in Michigan, write in previous addresses below)
Use this space to write in previous addresses if you have lived in Michigan for less than 7 years: (enhanced CGC required)				
From _____ to _____ : _____				
From _____ to _____ : _____				
<u>*Race</u>	<u>*Sex</u> <input type="checkbox"/> Male <input type="checkbox"/> Female		* NOTE: Date of birth, sex and race are requested only for the purpose of identification in obtaining accurate retrieval of records.	

Disclosure/Authorization:

The Archdiocese of Detroit hereby discloses and I understand that consumer reports and/or investigative consumer reports on my background may be made on me, to assess me in connection with hire or initial assignment, promotion or reassignment or retention. These reports may be obtained before initial hire or assignment or during my employment or assignment and may consist of a criminal history background check, driving record, education verification, employment verification, credit check, and/or personal references using the services of the Archdiocese of Detroit /Department of Human Resources and/or a designated outside firm. The information received will be kept confidential and will be used only to determine my suitability to work at the AOD, or volunteer for the above noted entity.

I authorize the Archdiocese of Detroit or a designated consumer reporting agency to obtain the information and authorize without reservation, any party contacted to furnish any or all of the above-mentioned information. Further, I will allow a photo-copy of this authorization to be as valid as the original for purposes conducting the necessary investigation.

In addition, I agree to abide by the policies, procedures and code of conduct that currently exist or may be amended in the future.

Signature of Volunteer / Church Personnel

Date

Which ministries are you volunteering for? _____

Form updated 10/15/2024