



ST. RAPHAEL

CATHOLIC SCHOOL

Preschool – Eighth Grade • Crystal, Minnesota

7301 Bass Lake Road, Crystal, MN 55428
763-504-9450 • www.srsmn.org

August 2018

Dear Parents and Volunteers,

Thank you for your interest in volunteering at St. Raphael Catholic School!

The Archdiocese of St. Paul and Minneapolis has enacted policies and procedures in a commitment to promoting safe environments in our parishes, Catholic schools, and communities. All employees and volunteers who have either regular or unsupervised interaction with youth or vulnerable adults are required to complete the E3, which consists of:

- **Reading and signing a *Code of Conduct*, including completing the online *Code of Conduct Training*.** This must be completed prior to beginning employment or volunteer duties when interacting with youth.
- **Submitting to a background check.** This must be completed prior to beginning employment or volunteer duties. All employees and volunteers submitting to an initial background check must complete a paper copy of the *123B* form (attached). Please return this form to the Parish Office, or Catholic School Office. If you completed a background check within the previous 3 years at another site, please contact the Parish or School Office.
- **Attending a VIRTUS Protecting God's Children 3-hour safe environment training.** This must be completed prior to beginning any volunteer duties when interacting with youth. Any chaperones must complete this training prior to going off-site with youth.
- **Viewing the Mandatory Reporting Training – “Reporting Suspected Child Abuse.”**

You may sign the *Code of Conduct*, submit to a background check, and pre-register for an upcoming VIRTUS session via the www.virtus.org website. Attached are instructions on how to do so. The entire registration process will require approximately one hour and fifteen minutes.

If you have already attended a VIRTUS session in the Archdiocese of St. Paul and Minneapolis OR in another diocese that uses the VIRTUS program, please do not create a new account. Instead, contact **Marie Nachtsheim at 763-537-8401 or mnachtsheim@straphaelcrystal.org.** Please do not create a new as attendance at a VIRTUS session generated an account for you.

If you have any questions, contact Marie Nachtsheim at 763-537-8401 or mnachtsheim@straphaelcrystal.org.

Individuals who have previously completed the Essential 3 (Code of Conduct, VIRTUS class, Background Check):

For recertification you can complete your background re-check, complete Safe Environment re-training, as well as read and sign the *Code of Conduct* online at www.virtus.org.

If you previously attended a VIRTUS session, **please** do not create a new account; you **MUST** log in using your existing account. ***Please, keep your username and password safe as you will need to re-read the Code of Conduct yearly and again redo all EE3's every three years.*** Once you log into your account, you will have access to the background re-check, re-training video and Code of Conduct within the Toolbox tab.



Here is what is asked specifically of you:

1. Read and sign the online Code of Conduct for volunteers.
2. Renew your safe environment training by viewing the “Keeping the Promise Alive” training video (If not already done so). The video lasts approximately 30 minutes and involves five questions at the end.
3. Complete the online background re-check.

These 3 need to be completed prior to beginning volunteer responsibilities, no exceptions. We would like to have everyone done by **October 30, 2018.**

Individuals who are new to volunteering:

For those new to volunteering (new families to St. Raphael Catholic School) you will need to pre-register for a VIRTUS session by following these steps:

1. Go to www.virtus.org
2. Click on the “Registration” link in the left-hand column
3. Select “Saint Paul and Minneapolis (Archdiocese)” from the drop down box
4. Create your own “User ID” and “Password” **Please, keep your username and password safe as you will need to re-read the Code of Conduct yearly and again redo all EE3’s every three years.**
5. Follow the screen prompts to continue the on-line registration

You will also need to pre-register for an upcoming session of **Protecting God’s Children for Adults** (via virtus.org). Attached is a list of sessions offered in neighboring parishes near St. Raphael School. It is very important that you pre-register for the session you plan on attending as that helps the archdiocese verify your attendance more quickly. Pre-registration also makes it possible for you to be contacted if your session is moved or canceled. Please, arrive 15 minutes early to sign-in. The session will run for approximately three hours.

If you have any questions please feel free to contact Marie Nachtsheim, St. Raphael’s Safe Environment Coordinator at 763-537-8401 ext. 209.

Your participations in the Enhanced Essential 3 will make our local Church and Catholic School a safer environment for all. Thanks for doing all you can to protect God’s children, particularly the most vulnerable among us!

Sincerely,

Marie Nachtsheim
St. Raphael Catholic Church / St. Raphael Catholic School
Safe Environment Coordinator