



St. John the Baptist Youth Activities Committee

Diocesan Safe Environment Training

For the safety and well being of the children in our diocese, all priests, deacons, employees, and volunteers who will have regular contact with children or young people in their volunteer responsibilities must participate in the safe environment education program. This includes young person employees and volunteers.

To complete this requirement, you must watch a training video, read the Volunteer Policy Manual, complete the following 4 forms and turn the signed forms into your AD or the Parish Secretary (Lauri Fritz, 744-4393).

Video:

You are required to watch a 22-minute Safe Environment Education video (<http://www.diocesefwsb.org/safe-environment/safe-environment-education/>).

Manual:

Volunteer Policy Manual (read on-line or print and read): <http://www.diocesefwsb.org/wp-content/uploads/2009/09/volunteers.qxd.pdf>. This is found under "For Volunteers".

Forms:

1. Verification of Viewing Education Video form, which is directly under the video: (<http://www.diocesefwsb.org/wp-content/uploads/2009/09/Verification-of-video-watching.pdf>) .
2. Volunteer Application: http://www.diocesefwsb.org/wp-content/uploads/2009/09/Volunteer_Application.pdf. This form is found under "For Volunteers".
3. Volunteer Verification of Receipt of Policy Manual: http://www.diocesefwsb.org/wp-content/uploads/2009/09/VolunteerVerification_BenefitsManual.pdf. This form is found under "For Volunteers".
4. Authorization and Release for Background Check Information - **Please note that when you open this form, it does say "Employee Only", but you DO need to fill it out.** http://www.diocesefwsb.org/wp-content/uploads/2009/09/Background_Check_Information.pdf. This form is found under "For Everyone".

The links to the guidelines and procedures above can also be found on the Fort Wayne-South Bend Diocese website (www.diocesefwsb.org). The various forms can be found by selecting **Diocesan Offices** and then **Business Office** to get to the **Business Forms** page. If you have any questions please call the Parish Secretary, Diana Adkins at 744-4393.