

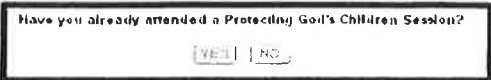

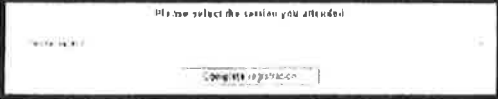
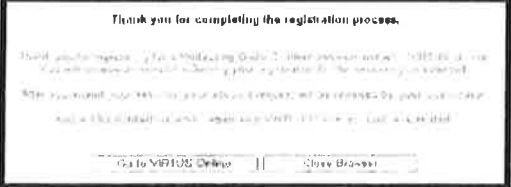

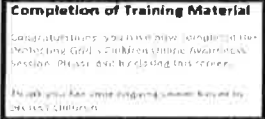
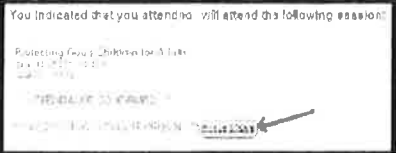


Youth Ministry & Youth in Ministry Safe Environment Documents

Minors ages 16-17 are required to complete the following to remain active in ministry at St. Thomas More:

1. Protecting God's Children Training (PGC) - Certificate of Completion. Print certificate.
<http://www.virtusonline.org>
2. Catholic Diocese of Rockford's Code of Pastoral Conduct. Sign acknowledgement receipt and read document online.
http://www.rockforddiocese.org/pdfs/safe-environment-program/pastoral_conduct_en.pdf
3. Catholic Diocese of Rockford's Sexual Misconduct Norms. Sign acknowledgement receipt and read document online.
<http://www.rockforddiocese.org/pdfs/safe-environment-program/2016-Sexual-Misconduct-Norms.pdf>
4. Catholic Diocese of Rockford's Guidelines for Youth and Those Working with Youth. Sign acknowledgement receipt and read document online.
<http://www.rockforddiocese.org/pdfs/safe-environment-program/Guidelines-Youth-Sept-2017.pdf>
2019
5. Catholic Diocese of Rockford's Code for the Pastoral Use of Technology and Social Media. Sign acknowledgement receipt and read document online.
http://www.rockforddiocese.org/pdfs/safe-environment-program/Diocesan_Code_with_Signature.pdf
Use password: **dmalloy!**

Registration Instructions

<p>Select the role(s) that you serve within your organization. Please check all roles that apply.</p> <p>Additionally, please enter your title in the box provided (which best describes your role with the Diocese – ie Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Room Mom, Seminarian, etc).</p> <p>Click Continue to proceed.</p>	
<p>Answer three YES/NO questions. Click Continue to proceed.</p>	
<p>If you have already attended a Protecting God's Children Session, choose YES Otherwise choose NO.</p>	
<p>If you chose NO during the previous step, you will be presented with a list of upcoming sessions scheduled within the Diocese of Rockford. When you find the "live" session you would like to attend, click the circle next to the title for that date</p> <p>If you wish to complete the online version of the training (rather than attend a live session), click the circle next to the title for the Online Training (found at the bottom of the session listing)</p> <p><i>(If you chose YES during the previous step, skip this step.)</i></p>	
<p>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.</p>	
<p>A message will appear on your screen confirming completion of the registration process. If you correctly entered your email address during the process, you will receive an email confirming your registration.</p> <p>If you registered to attend a "live" upcoming session at local parish or school, click on Close Browser to leave the website.</p> <p>If you selected Online Training, click on Go to VIRTUS Online to access the training</p>	
<p>At the VIRTUS Home Page, enter the User ID & Password created during registration, click Login.</p> <p>Click on the green circle to begin the Online Training</p>	
<p>Upon completion, the last screen will direct you to exit the training by closing the screen. The next screen reflects completion of the Online Training and allows you to print a certificate of completion (for your personal records, as well as for your parish and school).</p> <p>To print a certificate, click on the link labeled print certificate On the next screen, click on Open. When certificate appears on the screen, click on the print icon. From the next screen, click on OK. Once printing is complete, close the Adobe Acrobat screen to return to your VIRTUS Online account</p>	
<p>If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870 or your Diocesan VIRTUS Coordinator</p>	

Registration Instructions

Before your first Protecting God's Children session, you will need to register with VIRTUS Online. This is required of all participants.

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 (**Rockford (IL), Diocese**) from the pull-down menu by clicking the downward arrow and highlighting your organization.

Once your organization is selected, click **Select**.

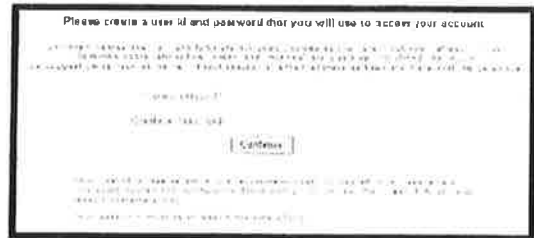
Please select your Archdiocese/Diocese/Religious Organization from the list below:

Select your organization ▼

Select

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 suggest the use of email addresses as user names.

Click **Continue** to proceed.



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 signify to your VIRTUS Coordinator that you do not have an email address.**

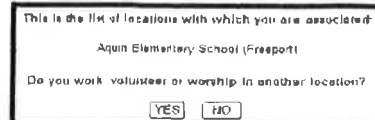


Select the **PRIMARY** location where you work, volunteer or worship. You will be able to select additional locations later if you serve at multiple locations within your organization.

Click **Continue** to proceed.



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



Revised: 2013

CATHOLIC DIOCESE OF ROCKFORD
VOLUNTEER ACKNOWLEDGEMENT

I, _____, in my capacity as a volunteer, acknowledge that I have received the Catholic Diocese of Rockford Code of Pastoral Conduct for Priests, Deacons, Pastoral Ministers, Employees, and Volunteers of the Catholic Diocese of Rockford, and agree that I have read and will abide by the provisions of this Code of Pastoral Conduct as a volunteer of the Diocese.

Volunteer's Printed Name

Volunteer's Signature

Date

St. Thomas More
Parish/Entity

Elgin
City

**NORMS FOR PROHIBITION OF SEXUAL ABUSE AND MISCONDUCT
VOLUNTEER RECEIPT ACKNOWLEDGMENT**

I, _____, acknowledge that I have received the
(Name of Volunteer)

Diocese of Rockford's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults of the Diocese of Rockford. I agree that I will read and abide by the provisions of these norms as a volunteer of the Diocese.

Also, I acknowledge that the Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults that I have received this date replace all prior policies or regulations that I may have received from the Diocese. I agree that those former policies or regulations are no longer in force of effect.

Signature Date: _____

Volunteer Name: _____

Institution: _____

City: _____

WITNESS

FOR OFFICE USE:
Parish/School/Diocesan facility to maintain this form at the location.

**GUIDELINES FOR YOUTH AND THOSE WORKING WITH YOUTH
RECEIPT ACKNOWLEDGMENT**

I, _____, acknowledge that I have received the
(Name)

Diocese of Rockford's Guidelines for Youth and Those Working with Youth. I agree that I have read and will abide by these Guidelines when working with Youth.

Signature: _____ Date: _____

Printed Name: _____

Parish/School/Diocesan Entity:

City: _____

Witness: _____

Return this form to the Parish/School/Diocesan entity you identified on this form.

