

## **Safe Environment Adult Volunteer Information**

Keeping our children safe is a high priority in our world today. We can turn on the news or read in the paper about situations where the safety of children is being compromised. The mission of the Catholic Church's Safe Environment Project is to create a safe haven for the children in every circumstance.

In accordance with the Catholic Diocese of Oakland, anyone over the age of 18 who have contact with children is required to participate in the Safe Environment for Children Program. There are two parts to this program:

- Fingerprinting of all adult volunteers to be kept in the Safe Environment records at the Diocese of Oakland.
- Complete a Safe Environment Course or On-Line Program.

### **Fingerprinting**

- Bring a valid form of ID – Driver's License/unexpired Passport with you.
- You will need to go to the Postal Annex store in the Trader Joe's shopping center on Treat and Oak Grove. The address is 785 Oak Grove Road, Suite E2, Concord, 94518; phone is (925)687-7151.
- You will need to take the Diocesan fingerprinting form with you, which you must obtain from us. Complete the Applicant Section. Please be sure that St. Bonaventure Church, Concord, California are on the form in the School/Parish section.
- Fingerprinting through the Diocese only needs to be done once. Your data will be maintained by the Diocese of Oakland. **If you have already been fingerprinted by us, you do not need to be fingerprinted again.**
- I believe the Mail Box store will assess a \$17-19 charge for fingerprinting.
- Please keep a copy of the form to turn into us.

## **Safe Environment Class through the VIRTUS Program**

### **Safe Environment Class**

- All adult volunteers must participate in a Safe Environment Class between July 1, 2016 to June 30, 2019. You must register online for the Safe Environment Course – called VIRTUS. If you have already taken this course through the Diocese of Oakland during this time period, you have satisfied the class requirement.
- Go to our website: [www.stbonaventure.net](http://www.stbonaventure.net). Click on the ABOUT tab and scroll down to Safe Environment. It will take you to the registration information. You can take the course in English or in Spanish.
- There are a number of screens you need to complete. Below are the responses to each screen:
  - Create a user Id and password that you will remember
  - Select Oakland, CA (Diocese)
  - Provide all the information requested on the following screen

- Select St. Bonaventure Parish (Concord)
- Select Yes or No as it applies to you
- Select Role: Volunteer; Function: Catechist
- Read Code of Conduct and check the box
- Have you already attended a Protecting God's Children Session: No
- Select the session you wish to attend: Either a Live Class Session (it can be at any site or the Online Training). You may attend classes in Spanish or take the online course in Spanish
- Follow instructions for the course you chose.
- The online session will automatically record your completion of the course.
- The live class or online class should last about 2 hours.

**Thank you for keeping our children safe!**

If you have any questions feel free to contact us at 925-672-5800: Eileen Limberg, Director, Faith Formation, Ext. 2204. THANK YOU for serving our church community. Together we will ensure a safe community for all children.