

JANUARY SEC NEWSLETTER

Our offices will be closed Dec. 24-Jan. 1. I will not return to the office till Jan. 7, 2019.

I hope everyone has a wonderful holiday with family and friends.

Virginia gone from the Office:

My daughter is expecting my second grandchild, a boy. She is due Jan. 26. However I am on standby till then. She has had some close calls already. With that said, please make sure you don't wait to the last minute to contact me about VIRTUS, compliance, inactive, etc. When I am not in the office I do my best to still check email and work in VIRTUS. Somethings I can't do certain things from my tablet so I am limited. Please plan ahead if at all possible.

Compliance:

The new recertification will be assigned between Jan 2-4, 2019 from VIRTUS. Please make sure all your roles are correct so people get the proper training. You need to make sure people are compliant with 2 weeks with all areas.

*Remember they cannot be working or volunteering if they are not compliant.

VIRTUS:

- Instructions for minors registering:
<https://www.davenportdiocese.org/documents/2018/12/How%20to%20Register%20as%20a%20Minor%20Dec%202018.pdf>
- Remember, if a person changes roles you need to make sure they meet the compliance for that new role. Ex: volunteer working with minors now works with monies, they will need a credit check. This also needs to reflect on their roles in VIRTUS.