



# All Saints Catholic Church Religious Education

Dear Volunteer,

It is the policy of The Archdiocese of Miami that all adult employees and volunteers, 18 years old and older, take part in the safe environment requirements which are: (1) a **VIRTUS** "Protecting God's Children for Adults" training program, and (2) successfully pass a background check by being fingerprinted (every five years). Both are free of charge and offered throughout many locations.

## VIRTUS

The VIRTUS Program is designed to help prevent wrongdoing and promote "rightdoing" within religious organizations. The word VIRTUS derives from Latin, and means valor, moral strength, excellence, and worth. VIRTUS training sessions run approximately three hours long. Due to the subject matter, children are not allowed in the sessions. Participants will not be allowed to enter if arriving late, nor will their attendance be counted if they leave early.

### Option 1

To view a current training schedule or to register for a VIRTUS session, go to [www.virtus.org](http://www.virtus.org) and click on the green "First-time Registrant" button located on the left hand side of the page. Choose Miami as the location and then view a list of sessions available. Choose a session and follow the prompts.

### Option 2

If you have already done a VIRTUS training session, you need to login to your account and make sure you have All Saints (Parish) listed as one of your locations. You will have to click on Update My Account on the top right corner to view your locations.

Make sure you are up-to-date with your monthly bulletins, and provide me with the report by following these instructions:

- on the left green menu under the Training tab, click on Training Compliance
- to the right, click on Training Report
- you may print it and bring it in,
- save it as a PDF or take a screen shot and email it to me at [bmendoza@allsaintsvillage.com](mailto:bmendoza@allsaintsvillage.com).

### Option 3

If you have completed a VIRTUS session, but do not have a login, please contact me.

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10900 W. Oakland Park Blvd.  
Sunrise, Florida 33351  
(954) 742-7742

[www.allsaintsvillage.com/religious-ed](http://www.allsaintsvillage.com/religious-ed) ~ [bmendoza@allsaintsvillage.com](mailto:bmendoza@allsaintsvillage.com)

### **Important Note**

\*\*\*VIRTUS training is **continuous**. Therefore, after completing the VIRTUS training, you will receive monthly emails to inform you there is a new bulletin available. You will have to login into your account, read the bulletin, and answer the question. This will keep you current on your VIRTUS training.

### **Background Check by Fingerprints**

#### **Option 1**

To register for a background check by fingerprints with the Archdiocese of Miami you must register online by accessing [www.fieldprintflorida.com](http://www.fieldprintflorida.com) and following these instructions:

- Click “Schedule an appointment” (registration can be done in English or Spanish).
- Create a secure username/password.
- In the “Reason why you need to be fingerprinted”, select the option: “**I know my Fieldprint Code**”. Your code is FPAOMParishVol. Please note that the access code is case sensitive.
- Provide all the information requested. This information is required by the FDLE/FBI in order to process the criminal search.
- At this point, the website will prompt the applicant for the information required to find a local fingerprinting facility and schedule an appointment. Instructions, directions, maps and photos will all be provided directly online.
- If additional questions, please let me know.

If you do not have access to a computer, please come to the office for help with these registration processes. We appreciate your effort to comply with this requirement, and if you have any question please do not hesitate to contact the office.

#### **Option 2**

If you have done your fingerprints with the Archdiocese of Miami in the past 5 years, you don’t need to re-do them. However, you will need to complete an additional form. Please let me know.

#### **Option 3**

If you have done your fingerprints before, but it has been more than 5 years since you had them done, you will need to do them again. In this case, follow the instructions above.

We want to thank you for your understanding and compliance with the Archdiocese of Miami’s Safe Environment policies, and for saying yes to the Lord.

Sincerely in Christ,

Blamerka Mendoza  
Coordinator of Religious Education



# All Saints Catholic Church Religious Education

## Religious Education Volunteer Information

Today's date \_\_\_\_\_ Date of birth \_\_\_\_\_

Last name \_\_\_\_\_ First name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip code \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Work phone \_\_\_\_\_ Email \_\_\_\_\_

Sacraments received: Baptism Yes / No 1st Communion Yes / No Confirmation Yes / No

Contact person in case of emergency

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Desired position(s):

- Catechist - Grade preference \_\_\_\_\_
- Catechist Assistant - Grade preference \_\_\_\_\_
- Office Assistant
- Security
- Prayer Worker (For teens that have received the Sacrament of Confirmation.)  
Grade preference \_\_\_\_\_

Desired day(s) and time

- Tuesday 5:45 – 7:00 PM
- Wednesday
  - 5:45 – 7:00 PM
  - 7:00 – 8:30 PM
- Other \_\_\_\_\_

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**Office use only:** Virtus Compliance \_\_\_\_ Fingerprinting Compliance \_\_\_\_ Volunteer Pledge \_\_\_\_



## Archdiocese of Miami

### Volunteer Pledge to Promote Safe Environment

As a volunteer in the Archdiocese of Miami, I am committed to being a person of good moral character and to be conscious of the unique authority and responsibility that I hold due to the trust placed in me by way of service to minors or vulnerable adults. I am expected to uphold the following Pledge to Promote a Safe Environment which covers activities in which I may be working with minors or vulnerable adults. The Pledge supports the Archdiocesan policy outlined in “Creating and Maintaining a Safe Environment for Children and Vulnerable Adults.” I also declare that I have read the following and have been given a copy for reference.

Based on the following I pledge to:

1. Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration, regardless of the circumstances of the encounter.
2. Assume the full burden of responsibility for setting and maintaining clear and appropriate physical and emotional boundaries with minors or vulnerable persons.
3. Avoid situations that would present unsupervised one-on-one contact with a minor or vulnerable person.
4. Use positive reinforcement rather than criticism, competition or comparison when working with others, especially minors or vulnerable persons.
5. Show prudent discretion in the expression of affections used with minors or vulnerable adults and to adhere to the **PAN** principle-- keeping all touch **Public Appropriate and Nonsexual**. Discretion should include refraining from giving or receiving gifts from minors or vulnerable adults, and/or their parents except small tokens of appreciation on occasions such as Christmas or birthdays.
6. Avoid any covert or overt sexual behavior with minors or vulnerable adults even if they initiate such behavior. This includes seductive speech or gestures as well as physical contact that sexually abuses, exploits, or harasses a person.
7. Never initiate sexual behavior with a minor or vulnerable adult. Such behavior, if witnessed, must be reported to a supervisor immediately.
8. Report suspected abuse to the legal authorities by contacting the Department of Children and Families, DCF, at **1-800-96ABUSE (1-800-962-2873)** and to notify my supervisor of the report, including the case number, as soon as possible. I understand that failure to report suspected abuse to civil authorities is a crime.
9. Cooperate fully in any investigation of abuse of minors or vulnerable persons.
10. Exercise care to avoid exposing others when suffering from a contagious condition such as the flu, fever, or cold.
11. Never possess, consume, or offer alcohol products, tobacco products or illegal drugs, nor be under the influence of alcohol or illegal drugs, when engaged in any ministry of the Archdiocese of Miami especially with minors or vulnerable persons.
12. Never humiliate, ridicule, frighten, threaten, or degrade anyone especially minors or vulnerable persons including when applying discipline.
13. Never strike, spank, shake, or slap anyone especially minors or vulnerable persons.

14. Never touch anyone, especially minors or vulnerable persons in a sexual or other inappropriate manner.
15. Never use profanity in the presence of anyone especially minors or vulnerable persons.
16. Never allow a situation where a child or vulnerable adult is alone in a car with an adult if that adult is neither the parent nor guardian.
17. Never share a bedroom with anyone with whom I am in ministry, especially minors or vulnerable adults.
18. Never provide anyone, especially minors or vulnerable adults, with videos, readings or graphic materials which are inappropriately sexual in nature.
19. Never communicate electronically, including social networking sites and text messaging, with minors or vulnerable persons, except as specifically authorized by school policy. Parents/guardians should be the primary contact source and all communication must be copied to the supervisor.
20. Never engage in sexual behavior over the internet with those in my ministry and/or anyone, especially minors or vulnerable adults, when engaged in ministry.
21. Immediately report suspected violations of the Pledge to the Principal, Program Director or Clergy. If the suspected violator is the Principal, Program Director or Clergy the report should be made to the Vicar General (305-762-1220).

I pledge to follow these guidelines in my relationships with all persons with whom I have contact in my ministry, especially minors or vulnerable adults.

Volunteer Printed Name: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

**If volunteer is a minor:**

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Institution: All Saints Catholic Church

Date: \_\_\_\_\_