



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

If you have not completed this training, to view a current training schedule or to register for a VIRTUS session, go to www.virtus.org:

1. Click on the green "First-time Registrant" button located on the left hand side of the page.
2. Click on "Begin the registration process".
3. Choose Miami, FL (Archdiocese) as the location, and follow the instructions.

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.

Option 3

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

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

www.allsaintsvillage.com/religious-ed ~ 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 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 _____

Complete address _____

Home phone _____

Cell phone _____

Work phone _____

Email _____

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

Marital status: _____

If married, in Catholic Church: Yes / No

Medical conditions _____

Experience: _____

Occupation _____

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

- Monday 5:30 – 7:15 PM (1st – 5th grade)
- Wednesdays 5:30 – 7:15 PM (1st – 5th grade) or 7:15 – 9:00 p.m. (7th – 12th grade)
- Other (office) _____

Office use only: Virtus Compliance ____ Fingerprinting Compliance ____ Volunteer Pledge ____