



## ST. JOSEPH BASILICA MINISTRY LEADERS & SAFE ENVIRONMENT

**The Safe Environment Policy for Children, Youth and Vulnerable Adults** is the Diocese of Oakland's implementation of the Charter for the Protection of Children and Young People from the United States Conference of Catholic Bishops. It is intended to have safeguards in place to prevent abuse and to guarantee that adults who come in contact with children and the vulnerable are screened as well as trained to recognize and respond to abuse in all its forms and to report suspicions of abuse. As ministry leaders, you should be aware of the following two components:

**SCREENING:** All volunteers who are in direct, ongoing contact with children are required to be LiveScan fingerprinted through the Diocese of Oakland. This includes, but is not limited to, those who do in-home visits where children may be present, serve in Children's Liturgy, Faith Formation, Youth Ministry, or a parish-sponsored Scouting program, assist with Children's Choir or Altar Servers or serve as Sacristans or Ushers. All others must be screened annually through Megan's Law, done by the Parish Office.

**TRAINING:** Safe Environment training through VIRTUS is required before a volunteer begins serving, and must be repeated every three years. Training is available online and live, in Spanish and English. Please email: [secretary@sjbalameda.org](mailto:secretary@sjbalameda.org) copy or date of training once completed for file.

**As a ministry leader:** 1) Notify the Parish Office (attention Sherley Lim) with the name and address of any adult interested in volunteering, so they can be screened BEFORE they begin serving. 2) Advise those interested in joining your ministry of the training requirement and the LiveScan requirement, if applicable. (Sample wording provided below.) 3) **Each September you will be asked to provide the Parish with an up-to-date roster of all who serve in your ministry, so everyone can be rescreened annually. Excel format is preferred. Email to: [secretary@sjbalameda.org](mailto:secretary@sjbalameda.org)**

**Sample Wording:** Thank you for your interest in serving. To safeguard children and vulnerable adults in our care as well as ourselves, all volunteers and employees must comply with the Safe Environment requirements of the Diocese of Oakland in accordance with the U.S. Bishops' Charter for Protection of Children and Young People. To train online or to register for a live workshop (when available) go to [www.virtus.org](http://www.virtus.org); select "Oakland, CA (diocese)" for religious organization & "St. Joseph Basilica" (and any other school or parish in which you serve) when you register. Training must be completed before you start serving and repeated every three years. (for ministries involving direct work with children or vulnerable adults, include the following: All volunteers who are in direct, ongoing contact with children or vulnerable adults are required to be LiveScan fingerprinted through the Diocese of Oakland. This can be done by making an appointment at the Chancery Office at 2121 Harrison Street in Oakland during business hours (call 510-893-4711, or email Diane Blitz: [DBlitz@oakdiocese.org](mailto:DBlitz@oakdiocese.org)

For more information visit <https://www.oakdiocese.org/offices/safe-environment>

(updated 4/4/2021/fileSafeEnvironementMinistryLeadears)