

We appreciate your volunteering for one of St. Ann's ministries. Volunteers are a very important part of St Ann's Parish. We can't continue our mission with YOU! We need for you to help us create a SAFE Environment at St Ann's.

The Archdiocese of Atlanta has a Safe Environment Program and it begins with all of us. This program exists to help the parishes, schools and organizations within the Archdiocese meet the requirements set forth by the US Conference of Catholic Bishops' charter which states:

"Dioceses will establish 'safe environment' programs. They will cooperate with parents, civil authorities, educators and community organizations to provide education and training for children, youth, parents, ministers, educators and others about the ways to make and maintain a safe environment for children. Dioceses will make clear to clergy and members of the community the standards of conduct for clergy and other persons in positions of trust with regard to sexual abuse. Dioceses will evaluate the background of all diocesan and parish personnel who have regular contact with minors. Specifically, they will utilize the resources of law enforcement and other community agencies."

The Archdiocese has implemented a comprehensive registration system using Sterling InfoSystem's Workforce Direct. Every person who is either employed by the Archdiocese or one of its churches, schools or organizations, as well as any person who volunteer their service, must be registered with the Safe Environment Office by having a Candidate Record on file in the Sterling Workforce Direct System.

What is a Candidate Record? Within the Sterling Workforce Direct System, an electronic record is created for every person who works for or volunteers in some way for the Archdiocese.

ALL adult volunteers (18 years old or older) working with children under the age of 18 or working with vulnerable individuals who are 18 years old or older and who are unable to report abuse, without assistance, because of impairment of physical or mental function, need to complete the Safe Environment paperwork, view the "You Matter Video and undergo a background screening (which is good for 5 years) before they start volunteering for St Ann's.

The Safe Environment Volunteer Packet may be obtained here:
<http://www.archatl.com/offices/ocyp/senvironment/volunteers.html>

VOLUNTEER PACKET CONTENTS

- **Sexual Abuse Policy**
- **Code of Conduct**
- **Ministerial Standards for Educators**
- **Ministerial Standards When Dealing with Vulnerable Individuals**
- **Social Media Policy**

(Please read each policy and print and complete the last sheet)

- **Volunteer Application for Adults**
- **Background Investigation Consent** This form requires a social security number to complete the screening. If, however, you do not want to write this number down, you may come into the Parish Office or call Linda Field, 770-552-6400 ext 6011, who will enter the number into the screening site and nothing will be written down.
- **Safe Environment Compliance Form** This form is to be filled out after the watching of the "You Matter Video." You will need to watch the video here: <http://www.archatl.com/offices/ocyp/senvironment/video/>

ALL adult volunteers (18 years old and older) who do not have contact with children/vulnerable individuals, need to complete the Volunteer Application for Adults found here: <http://www.archatl.com/offices/ocyp/senvironment/volunteers.html>

ALL teen volunteers (13 to 17 years old), need to complete the *Volunteer Application for Minors* with parents' permission here: <http://www.archatl.com/offices/ocyp/senvironment/volunteers.html> For volunteers who are younger than 13 years old, parents must give written permission to the location for their child (or children) to volunteer in an area by themselves with the supervision of an adult who has been cleared through the Safe Environment Program.

***For all these forms, be sure to list at the top of the page the Ministry for which you are volunteering. You may bring the completed packet to Linda Field at the Parish Office or email it to her at lfield@st-ann.org**

PLEASE NOTE You may also pick up copies of the Safe Environment paperwork from Linda Field at the Parish Office. Also, if you have completed the Safe Environment paperwork for another location or for the Eucharistic Congress, please let Linda Field know. Once you have completed the Safe Environment paperwork at St Ann's, your background screening is good for 5 years. You are free to volunteer at any location within the Archdiocese or at the Eucharistic Congress.