

Providing a safe and secure environment for our children, youth and the vulnerable is a priority of the Diocese of Fort Worth and of St. Jude Catholic Church. Therefore, **all volunteers must have a valid Safe Environment Training**.**

Requirements for Current or Returning Volunteers

AS A CONDITION OF CONTINUED VOLUNTEER SERVICE all Volunteers are required to have fulfilled the following mandatory steps:

1. Completed a Volunteer Ministry Application, signed a Code of Conduct & Behavior Standards form and signed an Authorization of Release of Information form with a satisfactory completed background check.
2. Have completed an online or in person Safe Environment Training.

****If your Safe Environment Training has expired you must renew your Training by completing the following steps:**

(Please note, online Training is no longer an option)

1. Create a profile in VIRTUS Online. (**Instructions are below**)
2. Sign updated Code of Conduct & Behavior Standards in VIRTUS profile.
3. Print out and fully complete the updated Volunteer Ministry Application and turn in or scan to the Safe Environment Coordinator (SEC) of your parish. You may also go to the **Forms** tab above to obtain it.
4. Pre-register for a Live Safe Environment Training in VIRTUS profile and attend the training.
5. After attending a Live Safe Environment Training. Please turn in or scan a signed updated form of Authorization for Release of Information to the SEC of your parish. You may go to the **Forms** tab above to obtain. After the satisfactory completion of your criminal background check, your Ministry Leader(s) will be notified.

Instructions on creating a profile in VIRTUS Online :

1. Go to <https://virtusonline.org/virtus/>
2. Click on **First Time Registrant**
3. Click on **Begin the Registration Process**
4. Select your Diocese (St. Jude = **Fort Worth Diocese**)
5. Create your credentials
6. Complete personal information
7. Sign that you have reviewed the ***Code of Conduct*** Form
8. Print out updated ***Volunteer Ministry Application*** Form, complete it & turn in to your Parish as soon as possible.
9. Complete 3 References (non-family members)
10. Select the **Protecting God's Children's for Adults** awareness live session you would like to attend.
(Please note that space is limited - you must pre-register for a session and arrive on time to receive credit)
11. After attending a Live Safe Environment Training. Please turn in the, signed, updated Authorization for Release of Information form. After the satisfactory completion of your criminal background check, your Ministry Leader(s) will be notified.

Safe Environment Coordinator (SEC)
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