

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 new volunteers must attend a 3-hour, live, Safe Environment Training.**

Requirements for New Volunteers

PRIOR TO THE START OF VOLUNTEER SERVICE all New Volunteers are required to fulfill the following mandatory steps:

1. Create a profile in VIRTUS Online. (**Instructions are below**)
2. Sign Code of Conduct & Behavior Standards in VIRTUS profile.
3. Print out and fully complete the Volunteer Ministry Application in your VIRTUS profile and turn in or scan to the Safe Environment Coordinator (**SEC**) at 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 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, the Ministry Leader of the Ministry you wish to volunteer in will be notified to contact you.

Safe Environment training is also required for participation or volunteering for activities or events that are not specifically designed to minister to children/youth, but for which it is reasonable to think that they may at times have contact with children outside the sight or hearing of other responsible adults, (e.g. due to the facilities, location, time, or likely presence of children/youth in the proximity of the activities or events).

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 (**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 the ***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, Authorization for Release of Information form. After the satisfactory completion of your criminal background check the Ministry Leader of the Ministry you wish to volunteer in, will be notified to contact you.

Safe Environment Coordinator (SEC)
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