

## **SECTION 5**

### **DOCUMENTS/POLICIES**

- 5-1 Diocesan Board of Catholic Education Policies and Regulations**  
The following policies can be found on the diocesan website at  
[www.gbdioc.org/EducationPolicies](http://www.gbdioc.org/EducationPolicies)
- 5-2 Policy on Maintaining Safe Environments**  
*Includes list of required VIRTUS bulletin readers.*

## POLICY ON MAINTAINING SAFE ENVIRONMENTS

The Diocese of Green Bay is committed to creating, providing and maintaining safe environments in all its parishes, schools, and other institutions so that all persons, especially children, young people and individuals at risk, will be protected as far as possible from all harm particularly sexual abuse or sexual exploitation of minors and abuse of individuals at risk. This policy is in compliance with *The Charter for the Protection of Children and Young People* and the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*, United States Conference of Catholic Bishops.

The Diocese expects its priests, deacons, other ministers, employees, and volunteers to help protect children, young people and individuals at risk by demonstrating the Church's care and love for all people and by observing the Church's teachings on sexual morality.

All priests, deacons, other ministers and employees are required to:

- Complete an application form prior to hire or authorization for ministry in which they:
  - 1) provide the Diocese with professional/personal references;
  - 2) complete, sign and date the appropriate declaration form;
  - 3) authorize a criminal background check and receive a satisfactory report.
- Complete the VIRTUS Adult Awareness Training Session within 30 days of date of hire. Those employees in positions with immediate access to minors and/or individuals at risk must complete VIRTUS training prior to first day of service.
- Complete ongoing monthly educational bulletins. (Select personnel\*)
- Sign the Acknowledgement and Agreement Form in which they acknowledge receipt of "*Our Promise to Protect*" Safe Environment Policy of the Diocese of Green Bay and agree to follow and adhere to the Diocesan Code of Pastoral Conduct.
- Review and observe *Our Promise to Protect*" Safe Environment Policy.

All adult volunteers who have contact with minors and individuals at risk as part of their volunteer duties are required to:

- Complete an application form prior to beginning volunteer service in which they:
  - 1) provide the Diocese with professional/personal references;
  - 2) complete, sign and date the appropriate declaration form;
  - 3) authorize a criminal background check and receive a satisfactory report.
- Complete the VIRTUS Adult Awareness Training Session prior to beginning volunteer service.
- Sign the Agreement Form in which they agree to follow and adhere to the Diocesan Code of Pastoral Conduct for Volunteers.

All youth volunteers and employees (under the age of 18) are required to adhere to the provisions of the Youth Application and Youth Code of Conduct.

VIRTUS attendance within another diocese may be recognized if there is an approved online training record of session attendance at VIRTUS.org. If there is no approved online VIRTUS.org record from another diocese, the VIRTUS<sup>®</sup> Protecting God's Children Adult Awareness Session must be re-taken in the Diocese of Green Bay.

Failure to comply with these requirements will result in the removal of the person from employment, ministry, or the denial of volunteer service within the diocese.

**\*Select Personnel:** Mandatory Ongoing VIRTUS Monthly Bulletin Readers

Business Administrator with Personnel Responsibilities  
Business Manager with Personnel Responsibilities  
Camp Tekakwitha Director & Assistant Director  
Catechetical Leader  
Catholic Charities Personnel  
Deacon  
Deacon Candidate  
Directors/Coordinators of Religious Education/Faith Formation  
Diocesan Professional Personnel  
Family Life Minister  
Instructional Aide/Tutor  
Local Safe Environment Coordinator  
Parish Nurse & Priest Nurse  
Pastoral Associate  
Pastoral Leaders  
Pastoral Minister  
Priest  
Principal  
Seminarian  
Special Religious Ed. Facilitator  
System Administrator  
Teacher/Substitute Teacher  
Youth Minister/Coordinator  
VIRTUS Facilitator