

SAINT CHARLES BORROMEIO PARISH

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February 6, 2017

All Employees and Volunteers of St. Charles Parish,

Let me start by thanking the 825 of you for taking the time to train in the Virtus program that we implemented here at St. Charles in 2003. Over the past fourteen years there have been many changes in our society, especially in the technology and media fields. Due to this fact, the Diocese of Cleveland has updated and revised two Virtus documents to reflect these changes along with the fingerprinting/background requirements. You would have trained under the "old" documents and signed acknowledgment sheets at the time of your original training.

The Office for Protection of Children has asked that all of our employees and volunteers be inserviced on the updates and revisions by viewing three videos that last one hour and fifteen minutes. You will be able to do this in the comfort and privacy of your home on your own computer. This is Stage 1 of Virtus compliance here at St. Charles. Directions are on the back of this letter. If you Virtus trained after August, 2017 or already inserviced at another parish or place of employment, you need **NOT** repeat this inservice. However, you will need to sign two acknowledgment forms that include the place and date you viewed the videos and leave them at the Parish Office to the attention of Deb Kozub. If you do not have internet access, you will need to contact Deb Kozub. The directions for this are also included on the back of this letter. **All acknowledgment forms must be signed and submitted to the rectory to the attention of Deb Kozub by Tuesday, February 28.**

Stage 2 of the Virtus diocesan compliance is the fingerprinting/background checks. The Diocese of Cleveland is currently working on contracting with a firm so that background checks will be a "one and done" procedure at a minimal cost. We will wait until the diocese sends us word that this is in place before proceeding to Stage 2.

We value you as an employee and volunteer and ask your patience during this process. Any questions may be directed to Deb Kozub via email dkozub@saintcharlesschool.org or **440-842-7491**.

God bless,



Father John T. Carlin
Pastor, St Charles Borromeo Parish

"Be sure that you first preach by the way you live."

Directions for Virtus Inservice 2016 Revisions

Employees and Volunteers that have internet access:

1. Go to dioceseofcleveland.org and click on black strip at top of page "Child Protection"
2. Click on "Inservice Videos" in middle of page
3. Click on any of the three videos. The first is 32 minutes, the second is 28 minutes, and the third is 15 minutes. You may pause at any time.
4. When you have completed all three go back to page where you first clicked on "Inservice Videos". Click on "Policy for the Safety of Children in the Matters of Sexual Abuse – Revised June 2016". At the top of the document you will see "page 1 of 81". Click on the arrow until you see "page79 of 81". This is the acknowledgment form you need to print, sign and bring to the rectory to the attention of Deb Kozub.
5. Return to the previous page and click on "Standards of Conduct for Ministry". Go to the very last page, page 23. Again, print, sign, and bring to the rectory to the attention of Deb Kozub
6. If you have any trouble downloading sheets, contact Deb Kozub and she will email you the sheets.
7. Go to www.virtus.org and log in with user name and password. Update email address.

Employees and Volunteers without computers or internet access:

Contact Deb Kozub at 440-842-7491 for arrangements to view videos on DVD.

Employees and Volunteers that have already completed videos at another location:

1. Go to dioceseofcleveland.org and click on black strip at top of page "Child Protection"
2. Click on "Policy for the Safety of Children in the Matters of Sexual Abuse – Revised June 2016". At the top of the document you will see "page 1 of 81". Click on the arrow until you see "page79 of 81". This is the acknowledgment form you need to print, sign and bring to the rectory to the attention of Deb Kozub.
3. Return to the previous page and click on "Standards of Conduct for Ministry". Go to the very last page, page 23. Again, print, sign, and bring to the rectory to the attention of Deb Kozub
4. Be sure to include the location and date you inserviced.
5. Go to www.virtus.org and log in with user name and password. Update email address.

To keep your Virtus account activated, both acknowledgment sheets must be in the Parish Office to the attention of Deb Kozub by 2/28/17.