



Thank you for choosing to minister at Communion of Saints. To spend time with our parish youth, it is mandated by the Diocese of Cleveland that you meet these VIRTUS requirements prior to beginning your employment or volunteering position. Please complete the following:

- o **Attend a VIRTUS training program.** This focuses on educating all adults who interact with children on ways to prevent child sexual abuse. A list of upcoming sessions can be found under the First-Time Registrant link on the VIRTUS.org home page. After the training, return to the First-Time Registrant page and **activate your account**. Where it asks you to **name a parish**, please enter "Communion of Saints". See attached instructions.
- o **BCI background check** for all volunteers or an **FBI and BCI** check if you are a new employee. (Note: **the code for the BCI check is: 2151.86.**) This can be done at most police departments as well as Fast Fingerprints in Beachwood. *Please be sure that all results for background checks are sent directly to Communion of Saints Parish, 2175 Coventry Rd. Cleveland Hts., OH 44118 Attn: Fr. Anthony Marshall.*
- o Unless you are a licensed teacher with the Ohio Department of Education, you must also **register with Selection.com**. This is an ongoing background check that does not need to be renewed. It can be found in the Toolbox drop-down after you sign in on your Virtus.org account. Onetime cost: \$25.00
- o **Read two documents:** Policy for the Safety of Children in Matters of Sexual Abuse and Standards of Conduct for Ministry. When you have completed reading, print and sign the Acknowledgment Forms at the end of the documents (pgs. 7-64 and 17) and return them to the rectory office.
https://www.dioceseofcleveland.org/search?search_text=policy+for+the+safety+of+child+ren+in+Matters+of+sexual+abuse%2C+revised+2016
- o **Complete online training bulletins.** After attending the VIRTUS training session, you will receive periodic training bulletins in your email. **Review and complete 24 bulletins.** You will continue to receive notifications, but only 24 bulletins are needed to meet the diocesan requirement.

Please contact Cacey Cook if you have any questions:

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