

# *Safe Environment requirements to volunteer with minors at St. Mary*

A PROGRAM AND SERVICE OF  
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.  
**VIRTUS**® Online



**\*\*All 4 requirements are to be met prior to volunteering/working with youth and young adults.**

All forms are available online on our website @  
<https://www.delawarestmary.org/safeenvironment>

*Complete and return each of the following prior to volunteering.*

1. *BCI&I or FBI background check,*
2. *attend a PGC Session,*
3. *Volunteer Application (new this year!) and*
4. *Code of Conduct form.*

**Who is required to take the Protecting God's Children (PGC) class at St. Mary?**

**The following adults (defined as anyone 18 years of age or older) are required to attend a Protecting God's Children session:**

- All parish, school and diocesan employees, regardless of their level of contact with children.
- All clergy and applicants to clerical formation who serve in the Diocese.
- All volunteers in the school, a school program or ministry for children and youth, regardless of their level of contact with children.
- Volunteers for other parish programs or ministries who have been delegated care, custody or control of children.
- These policies and procedures apply directly to all adults having care, custody or control of children or young adults. More generally, they apply to all members of the community as we, as the Body of Christ, share in the responsibility to provide a safe environment for children and young adults.

**First....**

- All registrations for a Protecting God's Children Session (PGC) are completed online through the VIRTUS website ([www.virtusonline.org](http://www.virtusonline.org)). If assistance is required, please contact the parish office.

**Second....**

- **In addition to** attending a Protecting God's Children Session, the adult must complete a BCI&I if the volunteer or applicant has lived in Ohio for the past 5 consecutive years.

All requests for **BCI&I** civilian background checks must be submitted electronically through a WebCheck location. Our Delaware location is through the Delaware City School's Administration office, 74 E. William St., Delaware.

**Instructions for Delaware City Schools Admin Office to obtain BCI&I / FBI Background check.**

**\*\* Results of all reports for Delaware-St. Mary are to be sent directly to:**

**Diocese of Columbus  
Regina Quinn, Manager, Safe Environment Program  
197 E. Gay Street  
Columbus, OH 43215**

- **PLEASE HAVE ALL INFORMATION WITH YOU WHEN YOU ARRIVE FOR YOUR BACKGROUND CHECK.**
  - a. **Valid, government-issued photo ID (driver's license, state ID, passport, military ID, green card)**
  - b. **Know your Social Security Number**
  - c. **Know the address where results need to be sent. (Diocese of Columbus, Regina Quinn)**

Our preference (St. Mary) for background checks are through either the **Delaware City Schools Admin Office OR Fast Fingerprints** located in Columbus. A separate form is available for Fast Fingerprints on our website to be completed and taken with you. **Please note... appointments are required for both locations.**

**INSTRUCTIONS FOR DELAWARE CITY SCHOOLS ADMINISTRATION BUILDING**

**Contact:  
Lori Stewart  
74 West William Street  
Delaware, OH 43015  
740-833-1118**

**HOURS: 7:30AM – 4:30PM M-F** year round. (Preferable if you can arrive between the hours of 8:30am and 3:30pm)  
**Cost: BCI \$25.00                      FBI: \$30.00                      TOGETHER: \$55.00**

**WHAT TO BRING?** Current Photo ID  
\*\*\*\*\* Please bring **exact change** or **pay by check.** **NO Credit cards accepted.**

**REASON FOR BEING FINGERPRINTED?**

All volunteers, parish and school, should use ORC 2151.86.  
All parish employees should also use ORC 2151.86.  
School employees (non-teaching) should use ORC 3319.39B1.  
Teachers use code ORC 3319.39B3.  
*We are most grateful to the Delaware City Schools for assisting us in this endeavor!*

Again... **\*\* Results of all reports are to be sent directly to ...**  
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Regina Quinn, Manager, Safe Environment Program  
197 E. Gay Street  
Columbus, OH 43215**

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**FBI/BCI Background Check Requirements:**

**\*\*\*Volunteers (parish and school):** baseline BCI. As long as they remain actively volunteering, with no more than an 18 month break in service, new reports are not required. (\*\*\*)Please note, we are taking exception to our 2020 Covid year.)

\*\*\***School teachers/administrators:** baseline FBI and BCI reports, with new FBI **every 5 years** (teachers

\*\*\***School non-teaching employees:** baseline FBI and BCI reports, and new FBI and BCI reports **every 5 years.**

\*\*\***Parish employees:** baseline BCI. As long as they **remain employed, they do not need new reports.**

**(Ohio Dept. of Education...** Educators, we accept your FBI & BCI reports. You may log into your account and view your background check information from your Dashboard, print and send your copy to Regina Quinn at the Safe Environment Diocesan office.)

### **FBI Check is required...**

- If a volunteer or applicant has lived outside of Ohio at any time during the past 5 years.
- Before scheduling an appointment with your local law enforcement agency, make sure they have the capability to do FBI checks electronically.

### **Third.... \*\*\* new this year**

- This year the **Volunteer Application** is to be completed and returned, along with the current Code of Conduct to the Safe Environment Coordinator prior to volunteering. This form is available on our website, and paper copies are available in the church vestibule and parish office for completion. Dates for your PGC session and FBI/BCI dates may be found by logging in to your VIRTUS account that was used when you attended a PGC class. Please complete all dates on this form. Thank you.

### **Fourth....**

- A **Code of Conduct** must be signed and returned to the parish office prior to volunteering yearly. This form is available on our website for your convenience or a paper copy may be obtained in the church vestibule or the parish office.

Questions may be directed to Janet Conroy, Safe Environment Coordinator 740-363-4641 ext 101 or [jconroy@delawarestmary.org](mailto:jconroy@delawarestmary.org).

July, 2021