

Safe Environment requirements to volunteer with minors at St. Mary



****All 3 requirements are to be met prior to volunteering/working with youth and young adults.**

Complete a BCI&I or FBI, attend a PGC Session & 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.

All registrations for a Protecting God's Children Session (PGC) is done online through the VIRTUS website (www.virtusonline.org) prior to attending a program. If assistance is required, please contact the parish office.

In addition to attending a Protecting God's Children Session, the adult must complete a BCI&I if 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 WebCheck. Locations are listed by county on the Ohio Attorney General's website & locally 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.

**** 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 TO BE FINGERPRINTED.***
 - 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 fingerprinting is through the Delaware City Schools Admin Office.

DELAWARE CITY SCHOOLS ADMINISTRATION BUILDING

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

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.
- Below are the codes our employees/volunteers should provide as the reason for fingerprinting:
 - 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.

Third....

A **Code of Conduct** must be signed and returned to the parish office prior to volunteering. This form is available on our website for your convenience <https://www.delawarestmary.org/safe-environment-program/> or may be obtained at the parish office.

Any questions may be directed to Janet Conroy, Safe Environment Coordinator 740-363-4641 ext 101 or jconroy@delawarestmary.org.