

Diocese of Springfield in Illinois

Safe Environment Compliance Guidelines

Also on the diocesan web site at: www.dio.org/safeenvironment **Select:** Compliance Guidelines

VOLUNTEER	Instructions	
<p>ONLINE CRIMINAL HISTORY BACKGROUND CHECK</p> <p>TO BE DONE EVERY 5 YEARS</p>	<p>Complete an online background check application and certification with S-2Verify before entering into volunteer service. Volunteers cannot begin service until the background check approval has been received. Go to: www.dio.org/safeenvironment</p> <p>Complete Online Select Link: Volunteer Background Check</p> <p>Paper Form for Mailing: Download at www.dio.org/safeenvironment Select: Compliance Guidelines Select: Volunteer Tab</p> <p>Dispute Resolution: If an individual believes that any information reported by S2Verify is not accurate please contact S2Verify's toll free number: 877-427-8258</p>	<p>National background check.</p> <p>Results sent to the Office for Safe Environment for processing.</p> <p>Mail form to: Office for Safe Environment, 1615 West Washington Street, Springfield, IL 62702</p>
<p>Virtus® PROTECTING GOD'S CHILDREN FOR ADULTS TRAINING</p>	<p>Completed within 60 days of volunteer service. For a listing of training sessions go to: www.dio.org/safeenvironment/scheduledtraining</p>	<p>1 time 3-hour training for adults. No one under 18yrs of age permitted at training.</p>
<p>POLICY CERTIFICATION DOCUMENT</p> <p>POLICY ON SEXUAL ABUSE OF MINORS BY CHURCH PERSONNEL & POLICY ON WORKING WITH MINORS (CODE OF CONDUCT)</p>	<p>Complete a Policy Certification Document and review the Policy on Sexual Abuse of Minors by Church Personnel and Policy on Working with Minors (Code of Conduct) Submit Policy Certification Document to parish/school, agency or institution where volunteering before volunteer service or complete and submit at training session.</p> <p>Download for completion Policy Certification Document at: www.dio.org/safeenvironment Select: Compliance Guidelines Select: Volunteer Tab.</p> <p>View or Download Policies at: www.dio.org/safeenvironment/policies</p>	<p>Copy of Certification may be retained on file at the parish, school or other diocesan institution.</p> <p>Mail to: Office for Safe Environment, 1615 West Washington Street, Springfield, IL 62702</p>
<p>DEPARTMENT OF CHILDREN & FAMILY SERVICES (DCFS) CHILD ABUSE AND NEGLECT TRACKING SYSTEM FORM (CANTS FORM)</p> <p>TO BE DONE EVERY 5 YEARS</p>	<p>Complete form and submit to parish, school, or other diocesan institution where volunteering prior to beginning service or complete at Protecting God's Children training.</p> <p>Available for Download at: www.dio.org/safeenvironment Select: Compliance Guidelines Select: Volunteer Tab. Complete and Mail to the Office for Safe Environment.</p>	<p>Completed form mailed to: Office for Safe Environment., 1615 West Washington Street, Springfield, IL 62702</p> <p>Application reviewed by DCFS for abuse and neglect Indicated allegations on record.</p>



Volunteers in the Diocese of Springfield

Volunteering in the Diocese of Springfield provides us an opportunity to become a protector of children while supporting our parishes and schools by sharing our time and talent with others.

Policy Definition of Church Personnel: All religious and lay persons 18 years of age and older serving in any volunteer capacity in the parishes, schools, agencies and other institutions of the diocese of Springfield in Illinois to include: Volunteers in ministries of the Liturgy: Eucharistic/Extraordinary Ministers of Holy Communion, Lectors/Readers, Ushers, Greeters/Hospitality, Music ministry (choir members, musicians, equipment technicians).

Volunteer includes but is not limited to participation in the following activities, events and programs.

Breakfasts (setup, cleanup, cooks, serving, rides, games, child care, greeters, decorators, committee, etc.)
Child Care (Babysitting) (minimum 1 adult volunteer supervisor if volunteers are under the age of 18)
Choir (all choirs for any events including funeral masses)
Councils (finance, pastoral, parish, TEAM, or any other council at the parish)
Dinners (setup, cleanup, cooks, serving, rides, games, child care, greeters, organizers, committee, etc.)
Equipment Technicians
Eucharistic/Extraordinary Ministers of Holy Communion
Festivals (setup, cleanup, cooks, serving, rides, games, child care, greeters, decorators, committee, etc.)
Funeral Luncheons (setup, cleanup, cooks, serving)
Greeters
Hospitality
Luncheons Other (setup, cleanup, cooks, serving)
Musicians
*Other: volunteers for events, programs, or ministries specific to the parish environment not described on this list.
Parish Nurse (Volunteer)
Picnics (setup, cleanup, cooks, serving, rides, games, child care, greeters, decorators, committee, etc.)
PSR Program (volunteer teachers & volunteers for any PSR function, program, activities or events)
Readers (Lectors)
School (teachers, school staff, coaches and volunteers for any school function, program, activities or events)
Ushers
Vacation Bible School (volunteer teachers & volunteers)
Youth Ministry (volunteers, committees, planners and organizers, etc.)