

July 2007

Dear _____,

Thank you for volunteering to spend your time and talents with our children.

Based on the guidelines established in the Dallas Charter for Protecting God's Children, our Archdiocese has implemented the following requirements for all parish staff, school staff and all volunteers.

- 1) Attendance at a Protecting God's Children Workshop**, a sexual abuse awareness program that is being held throughout the Archdiocese. The next (closest) seminar is scheduled for:

HOLY TRINITY CHURCH (WESTFIELD)

Wednesday, September 12, 2007 7:00 PM 2 hrs 30 min

Participants are required to register by September 10. The workshop will be held in the school Lighthouse which is above the Holy Trinity School GYM, the red door behind the school sign, lighthouse flag above door. This space is not wheelchair accessible. Participants can park in the teachers' lot. Holy Trinity School is located at 336 First Street in Westfield. Please visit our website for directions (www.htrcc.org). Thank you

Please go to pgc@rcan.org to get the complete schedule for the Archdiocese. Please register yourself at the seminar of your choice and return the certificate of attendance to office after completing the program.

2) Criminal Background Check: While our staff has already passed a Criminal Background Check via fingerprinting as per NJ State laws, all volunteers are now required to complete the attached yellow release form which will allow a criminal history review to be conducted based on your name, social security number and date of birth. Please see the attached letter from Monsignor Masiello which provides specifics about the program.

Please be assured that this screening is being administered electronically by the parish computer and that any potential negative information will be forwarded to the Archdiocesan Safe Officer who keeps the information confidential and will contact you directly. Please return your completed yellow Disclosure and Authorization Form to the school office.

3) A Signed Acknowledgement of Archdiocesan Policy with respect to Conduct with Minors and Certain Reporting Obligations. Enclosed, you will find a 25 page excerpt from the Archdiocese of Newark Policies on Professional and Ministerial Conduct. *Please read this package, sign the orange Acknowledgement indicating your understanding and acceptance of the specific sections as indicated on the Acknowledgement, and return to the school office.* School volunteers are required to acknowledge and abide by pages 11-18. (Parish and School Staff are required to acknowledge and abide by pages 11-20.)

Thank you for your cooperation in this program to safeguard our children.

Sister Maureen