



## **Compliance with the Diocesan Protocol for a Safe Church Environment**

For staff and volunteers in “high-risk” ministry positions, the following is required:

- Criminal Record Check / Police Information Check with Vulnerable Sector Check
  - The Parish must see and verify the Check.
  - The Archdiocese requires only the month and year of the Check.
  - The Check is valid for 5 years while this person is working/volunteering in the Archdiocese.
- Child Abuse Registry Check (if working with minors)
  - The Parish must see and verify the Check.
  - The Archdiocese requires only the month and year of the Check on the Compliance Declaration Form.
  - The Check is valid for 5 years while this person is working/volunteering in the Archdiocese.
- Adult Abuse Registry Check (if working with vulnerable adults)
  - The Parish must see and verify the Check.
  - The Archdiocese requires only the month and year of the Check on the Compliance Declaration Form.
  - The Check is valid for 5 years while this person is working/volunteering in the Archdiocese.
- Complete the “Safe Faith” Online Training
  - Contact the Archdiocese to be registered.
  - When the staff/volunteer has completed the training, he/she will receive a certificate by email.
  - The Archdiocese asks for the date on the Compliance Declaration Form that the training was completed.
- Sign a “Covenant of Care” Form
  - The Parish keeps a copy of the signed form.
  - The Archdiocese asks that the parish indicate on the Compliance Declaration Form that the form was signed.

*The Compliance Declaration Form is emailed to parishes (priests, parish life coordinators and administrative assistants) in the Fall and due back a few weeks later. It is advised that parishes begin the process for Checks as soon as a staff member or volunteer is in their role.*



## **What is a “high-risk” ministry position?**

Whether paid or volunteer, if you spend time with minors or vulnerable adults and their parent/guardian is not present, your ministry position is high-risk.

Here is a list of typical parish ministry positions that could be considered high-risk:

- ALL paid parish employees
- Altar server coordinator (when altar servers are under 18 years old)
- Bereavement Team
- Catechist/Sunday School Teacher/Religious Educator
- Children’s Liturgy of the Word
- Custodian/Maintenance Person
- Youth Ministry
- Treasurer in any capacity
- Extraordinary Ministry of Communion
- Pastoral Visitor (home, hospital, personal care home, etc.)
- Volunteer Driver
- Sacramental Preparation for Children
- All Liturgical Ministries when people under 18 years old are present without a parent or guardian

**This list is not exhaustive, if you have questions,  
please contact the Archdiocese.**