

SAFE ENVIRONMENT PROGRAM PACKET INSTRUCTIONS TO VOLUNTEERS

Attached you will find the following forms:

1. Volunteer Application
2. Safe Environment Program Protocol
3. Live Scan Clear Form
4. Virtus (Protecting God's Children Online training instructions)
5. Diocese of Stockton Standards of Conduct
6. Code of Pastoral Conduct

Please thoroughly read all forms, fill out and sign wherever necessary, and return the following to Mari Jeffrey at the Parish House **within ten (10) days**.

- Completed and signed ***Volunteer Application***
- Completed and signed ***Acknowledge Page (page 4) of Diocese of Stockton Standards of Conduct*** For Those Working With Children and Young People
- Completed and signed ***Acknowledgment Pages (pages 8 and 9) of the Code of Pastoral Conduct***
- Certificate of Completion from ***Protecting God's Children Virtus Online training***. (Please see attached instructions)

Your ministry will be notified when the results of the background check and fingerprinting are received by the Safe Environment Coordinator. This usually takes two to three weeks. When those results come in, and all of the above documents have been turned in to the Safe Environment Coordinator, you will be cleared to begin volunteering. If you have any questions, please contact Mari Bobadilla at communications@annunciationstockton.org, or call 209-463-1305.

Mari B. Jeffrey
Safe Environment Coordinator
Cathedral of the Annunciation

