



Thank you for volunteering at St. Francis Borgia Church and School!

St. Francis Borgia Church and School follow the Archdiocese of St. Louis Safe Environment Program (Protecting God's Children). The program is designed to help protect the youth, elderly, and vulnerable adults of our parish as they participate in activities within our community. This process also provides a layer of protection against the possibility of false accusations for those adults who are involved in our many ministries.

Anyone that works or volunteers with children or vulnerable adults in our parish or school is required to attend the Protecting God's Children Workshop. This includes parish and school employees, parents and grandparents of children in our grade school that want to volunteer, scout leaders, maintenance helpers, food pantry workers, quilters, etc. If you have any questions, please call Ann Kopp (636) 390-3861 or akopp@borgiaparish.org.

I need to take a Protecting God's Children workshop. How do I find one?

- St. Francis Borgia will be hosting two workshops:
 - **Wednesday, August 9, 2017, at 7:30 pm** in the Green Room of Jesuit Hall (first floor)
 - **Thursday, August, 10, 2017, at 7:30 pm** in the Choir Room of Jesuit Hall (second floor).
 - Although there are two sessions being offered, it is only necessary that you attend one of the workshops. Each session will last approximately 2 1/2 hours.
- To register for one of the above workshops at St. Francis Borgia, click [here](#).
 - Choose "St. Louis, MO (Archdiocese)" from the list offered and hit Select button. The next page will take you to the "Start Registration" process.
- To see schedules for workshops at other parishes and organizations, click [here](#).
- To register for the first time, click [here](#).

I have taken a Protecting God's Children workshop. What is the next step?

- If you have not already done so, please register at virtusonline.org and complete the Workers Registration form. If you have lived outside of Missouri within the last five years, please complete the American Checked Form.
- It is important that you **read** the "Code of Ethical Conduct for Clergy, Employees and Volunteers working with Minors" (see link below) **and sign** the "Commitment to Ethical Conduct for Clergy, Employees and Volunteers working with Minors Form" (see link below).
- Please return all forms to Ann Kopp at the parish office. If you have questions or concerns, please contact Ann Kopp (636) 390-3861 or akopp@borgiaparish.org.

I am a teen and would like to volunteer. What do I need to do?

- If you are under 18 years old or still in high school, and wish to volunteer at St. Francis Borgia Church and School, please complete the Code of Ethical Conduct for Youth form, and return it to Ann Kopp at the parish office.

PROTECTING GOD'S CHILDREN INFORMATION AND FORMS

- Archdiocese of St. Louis Safe Environment Program Policy, Procedures and Guidelines
- Code of Ethical Conduct for Adults, Minors and Contracted Providers
 - [Code of Ethical Conduct for Clergy, Employees, and Volunteers Working with Minors](#)
 - [Commitment to Ethical Conduct for Clergy, Employees and Volunteers Working with Minors Form](#)
 - [Code of Ethical Conduct for Minors](#)
 - [Code of Ethical Conduct for Contracted Employees](#)
- Background Check Forms
 - [Worker Registration Form-Missouri State Background Check](#)
 - [American Checked Waiver-Out of State Background Check](#)
- Virtus Online
 - [Registration Instructions](#)

REPORTING INFORMATION

- Victims of sexual abuse, in addition to contacting civil authorities, are asked to come forward in order to receive pastoral assistance. Reports of abuse may be made to any Pastor, or to:
 - Deacon Phil Hengen, Director, Office of Child & Youth Protection (314) 792-7704; phengen@archstl.org
 - Missouri Department of Social Services Children's Division Hotline Reporting Number: 1-800-392-3738
- For additional information related to reporting incidents of suspected abuse, please refer to the Archdiocese's Policy, Procedures and Guidelines on Child Abuse and Neglect Reports, or contact:
 - Archdiocese of St. Louis Office of Child and Youth Protection (314) 792-7704; (archstl.org/ocyp)



Protecting God's Children