

E3: Pastoral Ministry Volunteers (18+ Years Old)

The following E3 criteria are for persons who are over 18 years old and volunteer at a parish, school, or archdiocesan office within the Archdiocese of Saint Paul and Minneapolis, and will have interaction with vulnerable adults (not with minors).

1. Background Check

Adult pastoral ministry volunteers must:

- Complete the *Volunteer Application* form.
- Complete the series of background check forms, either online or paper, prior to the start of his/her volunteer service.
 - Online: Only complete the background check online if your parish uses VIRTUS for your pastoral ministry safe environment training. If using VIRTUS, within a volunteer's VIRTUS account, adult volunteers can:
 - Read the *Summary of Rights under the Fair Credit Reporting Act Consent*
 - Sign the *Acknowledgement of the Summary of Rights under the Fair Credit Reporting Act Consent*
 - Read and sign the *Consumer Report Disclosure*
 - Complete the *McDowell Agency Background Check*
 - Complete the *Driver's Check* questions (if applicable)
 - Complete the *Credit Check* question (if applicable)
 - Paper: The following paper forms can be used if the volunteer does not use the VIRTUS website:
 - Read the *Summary of Rights Fair Credit Reporting Act* form
 - Sign the *Acknowledgement of Summary of Rights Fair Credit Reporting Act* form
 - Read and sign the *Consumer Report Disclosure and Release* form
 - Complete the *Background Check Questionnaire and Release* form (which includes sections for the Background Check, Driver's Check, and Credit Check)
 - Complete the *Driver's Check* questions (if applicable)
 - Complete the *Credit Check* question (if applicable)
 - SE manually enters questionnaire information into McDowell website for electronic processing

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2. Code of Conduct

- Adult volunteers must read the *Code of Conduct for Adult Volunteers* and sign the acknowledgement, either online or paper, prior to the start of volunteer service.
 - OPTION A — Online: Only complete the background check online if your parish uses VIRTUS for your pastoral ministry safe environment training. If using VIRTUS, within a volunteer's VIRTUS account, adult volunteers can:
 - View the *Code of Conduct* training video (optional)
 - Read the *Code of Conduct for Adult Volunteers*
 - Read and sign the *Acknowledgement of the Code of Conduct for Adult Volunteers*
 - OPTION B — Paper form
 - Read the *Code of Conduct for Adult Volunteers*
 - Read and sign the *Acknowledgement of the Code of Conduct for Adult Volunteers*

3. Safe Environment Training

- Adult volunteers must complete safe environment training prior to the start of volunteer service.
 - TRAINING OPTION A: Parishes or schools may choose a safe environment training program to be used for pastoral ministry volunteers.
 - The pastor or canonical administrator must approve the safe environment training
 - The training must be a formal training that supports ministry to vulnerable adults
 - Training must be documented at the parish or school
 - TRAINING OPTION B: Parishes or schools may choose to use VIRTUS for pastoral ministry volunteers.
 - Pastoral ministry volunteers must create and maintain a VIRTUS account and follow the VIRTUS training and re-credentialing schedule
- OPTIONAL: Reporting Abuse Training is not required, but is encouraged, for Pastoral Ministry volunteers. Two resources for Reporting Abuse Training are:
 - Contact your OPCY Program Liaison for a copy of the archdiocesan **Reporting Abuse Training** PowerPoint slides
 - Minnesota Department of Human Services Vulnerable Adult Mandated Training found at this website: registrations.dhs.state.mn.us/WebManRpt



Volunteers must be re-credentialed every three (3) years, which consists of:

- Submitting a background re-check
- Signing the current *Code of Conduct*
- Complete parish designated Safe Environment training