

SAFE ENVIRONMENT PAPERWORK

NAME _____ MINISTRY 1. _____

DATE _____ 2. _____

Thank you for volunteering at Saint Benedict.

Diocesan policy requires all volunteers who work with children or handle finances to complete a Safe Environment online curriculum as well as filing for a Background Safety screening. The Diocese also requires volunteers to sign a Code of Conduct as well as a Receipt of Diocesan Policy form. The policy can be found at www.sccatholic.org. The documents are under the Office of Child Protection Services. **FORMS MUST BE COMPLETED IN ENTIRETY TO BE PROCESSED**

**** This packet contains all of the required paperwork as well as the instructions for the *Safe Haven –It's Up to You* Website: <http://charleston.CMGconnect.org>.**

Please return all the paperwork along with your certificate in the SEALED envelope to:

Louise Henesy, Safe Environment Coordinator,
Saint Benedict Catholic Church Parish Office

ENVELOPE CHECKLIST:

- Safe Haven Completion Certificate
- Safe Haven Training for Vulnerable Adults Certificate, if applicable
- Completed Background Screening Form
- Credit Checks will be done for counters, ushers and anyone handling money.
- **Driving Screens** require a copy of your **driver's license, insurance card and declaration page from your insurance policy.**
- Coverage must be a minimum of \$100,000/\$300,000.
- Signed Code of Conduct Form/ Acknowledgement Form

Please direct any questions to Louise Henesy at lhenesy@charlestandiocese.org.

Once your paperwork is completed and the background screening is approved you will be contacted by the ministry to begin your volunteering.

Yours in Christ,
Louise Henesy, DRE
Safe Environment Coordinator

