

VIRTUS Protecting God's Children Training Bulletins Requirement

New Policy and Implementation

January 4, 2018

PHASE 1

As of February 1, 2018, **Priests, Deacons, Seminarians and Principals** will be required to remain current with the monthly VIRTUS training bulletins online that are connected to Protecting God's Children. Principals will be required to print the bulletins and distribute the bulletins to all school staff, either monthly or quarterly, and document to whom and when the bulletins were distributed.

Those Priests, Deacons, Seminarians and Principals who already have accounts with VIRTUS, do not have to become current with past missed bulletins, but will need to stay current beginning on February 1, 2018.

Priest and Seminarian bulletins will be tracked by the Safe Environment Office. The Safe Environment Office will mail the bulletins to those priests without computer access. The mailing will include a response card for each priest to mail back to the Safe Environment Office to confirm receipt and completion of the training bulletins.

Deacon bulletins will be tracked by the Permanent Diaconate Office. The Permanent Diaconate Office will mail the bulletins to those deacons without computer access. The mailing will include a response card for each deacon to mail back to the Permanent Diaconate Office.

Principal bulletins will be tracked by the Office of Religious Education.

Documentation for the distribution of the printed copies of the bulletins will be required to be included with the Diocese of Allentown Parish/School Self-Assessment Guide that is distributed annually in May and due in June.

To acquire information on the registration process to obtain access to the online training bulletins, please go to www.virtus.org and click on "registration" or contact Sr. Meg Cole, S.S.J. at 610-332-0442 Ext. 2019 to obtain further information.

PHASE 2

As of April 1, 2018, all Diocese of Allentown **Administrative Office employees, DRE's/CRE's** (Directors of Religious Education/Coordinators of Religious Education), **Youth Ministers** and **LSEC's** (Local Safe Environment Coordinators) will be required to start and remain current with the monthly VIRTUS training bulletins online that are connected to Protecting God's Children. DRE's and CRE's will be required to print the bulletins and distribute the bulletins to all CCD/PREP teachers, either monthly or quarterly, and document to whom and when the bulletins were distributed.

Those Diocesan Administrative Office employees, DRE's/CRE's, Youth Ministers and LSEC's who already have accounts with VIRTUS, do not have to become current with past missed bulletins, but will need to stay current beginning on April 1, 2018.

Diocesan Administrative Office employees will be tracked by the Human Resources Office.

DRE's/CRE's will be tracked by the Office of Religious Education.

Youth Ministers will be tracked by the Office of Catholic Life and Evangelization.

LSEC's will be tracked by the Charter Compliance Officer.

Documentation for the distribution of the printed copies will be required to be included with the Diocese of Allentown Parish/School Self-Assessment Guide that is distributed annually in May and due in June.

To acquire information on the registration process to obtain access to the online training bulletins, please go to www.virtus.org and click on "registration" or contact Sr. Meg Cole, S.S.J. at 610-332-0442 Ext. 2019 to obtain further information.

PHASE III

As of August 1, 2018, **Head CYO Coaches** will be required to start and remain current with the monthly VIRTUS training bulletins online that are connected to Protecting God's Children.

Those CYO Coaches who already have accounts with VIRTUS, do not have to become current with past missed bulletins, but will need to stay current going beginning on August 1, 2018. Head CYO coaches will be required to print the training bulletins and distribute the bulletins to all Assistant Coaches, either monthly or quarterly, and document to whom and when the bulletins were distributed.

CYO coaches will be tracked by the Office of Catholic Life and Evangelization.

Documentation for the distribution of the printed copies will be required to be included with the Diocese of Allentown Parish/School Self-Assessment Guide that is distributed annually in May and due in June.

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