

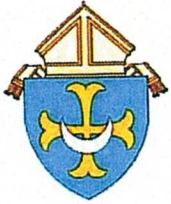


Welcome

DIOCESSE OF TRENTON

Office of Child & Youth Protection

Saint Leo the Great - Volunteer



DIOCESE OF TRENTON

OFFICE OF CHILD & YOUTH PROTECTION



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To report abuse in N.J. :

**If you suspect a child is in imminent danger from abuse,
please call 911 immediately.**

**To report *known or suspected* child abuse,
Please contact:**

The Division of Child Protection and Permanency (formally DYFS)
24 - hour Child Abuse Hotline:
1-877-652-2873

And, contact your County Prosecutor:
Burlington County (609-265-5491
Mercer County (609) 989-6305
Monmouth County (732) 431-7160
Ocean County (732) 929-2027

For more information:

Diocese of Trenton, OCYP
childprotection@dioceseoftrenton.org
609-403-7170



DIOCESE OF TRENTON CHILD PROTECTION POLICIES FOR ALL WHO WORK OR VOLUNTEER IN OUR PARISHES AND SCHOOLS



The Diocese of Trenton in accordance with the Charter for the Protection of Children and Young People mandate that all who have contact with Children, Young People & Vulnerable Adults comply with the following policies:

Background Checks:

Article 13 of the Charter instructs each Diocese to evaluate the background of all diocesan and parish personnel who have regular contact with minors, youth, and vulnerable adults.

This would include all priests, deacons, and seminarians regardless of contact with children, youth, and vulnerable adults.

This policy also pertains to all religious, employees, volunteers, and third-party vendors who during their work or volunteer activity at any Diocesan entity, having direct or indirect contact with minors or vulnerable adults.

Background checks are required to be renewed every 4th year of employment or volunteer activity except for school personnel that has been cleared by the New Jersey Dept. of Education.

Safe Environment Training:

Article 12 of the Charter instructs each Diocese to maintain "Safe Environment" programs which the Bishop deems to be in accord with Catholic moral principles. The Diocese is to provide education and training for minors, parents, ministers, employees, volunteers, and others in ways to sustain and foster a safe environment for children, young people, and vulnerable adults.

The Diocese of Trenton mandates that all priests, deacons, seminarians, religious, employees, volunteers, Faith Formation students, Catholic School students and third-party vendors must receive Safe Environment training as prescribed by the Charter. The Diocese of Trenton utilizes the following programs:

- VIRTUS, Protecting God's Children for Adults and all re-certification programs
- Loyola Press, growing with God – Grades k-8
- RCL Benziger, Family Life – grades K-8
- Teen Lures – High School & Youth Groups

Safe Environment training for all who are required to complete a background check is required to be recertify that training every 4th year of employment or volunteer activity. This can be done in person or via an online module.

Code of Conduct/Christian Witness Statement

Article 6 of the Charter instructs the Diocese to have well publicized standards of ministerial behavior & appropriate boundaries for all priests, deacons, seminarians, employees, volunteers and third-party vendors. A signed Code of Conduct or A Christian Witness statement must be completed upon onset of ministry or acceptance of contract.

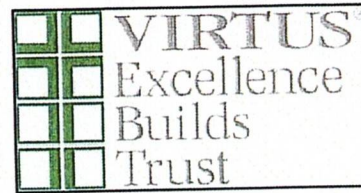
Volunteer

Before completing Protecting God's Children training, all participants **must** first register with VIRTUS Online. Please click on the VIRTUS link to access the VIRTUS Registration page:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=19396

Or - please register by going to www.virtus.org and click on 'First Time Registrant'.

Select the name of your organization Trenton - Diocese (from the pull-down menu, by clicking the downward arrow and highlighting your organization). Once your organization is highlighted, click Select.



Create a user ID and a password you can easily remember. This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred user ID is already taken, please choose another ID. We suggest the use of email addresses as usernames.

Click **Continue** to proceed.

Provide all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number, Last four digits of SSN, and Date of Birth.

(Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.

Select the **PRIMARY** location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).)

Select the role(s) that you serve within your parish. Please check **all** roles that apply.

Additionally, enter your title in the box provided that best describes your role within the Diocese -- i.e., Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Seminarian, etc.

Click **Continue** to proceed.

Please select the primary location where you **work** or **volunteer**.

Location:

Please select at least one primary role you perform at this location.

Employee (Parish/Parochial)
Anyone employed by a parish or school within the Diocese of Trenton, other than clergy or educators. This could include at other schools.

Employee (Diocesan/Eparchial)
Only those employed at the Diocese, not including ordained clergy.

Volunteer
Other volunteers, not compensated, including religious education sponsors for virtus in parishes/schools in the Diocese, school sponsors or other roles that are under the auspices of the Diocese of Trenton.

Priest
Those ordained to the Priesthood.

Deacon
Those ordained as Permanent Deacons in the Diocese of Trenton.

Candidate for ordination
The user is accepted in the Seminary Program or is a Candidate in the Permanent Diaconate.

BEFORE SELECTING EDUCATOR

Read the disclaimer below.

DO NOT Select Educator if you do not meet the instruction.

You cannot Educator and be on the list of the location. It will affect your registration and may result in unnecessary charges to your bank or school.

Educator
Teachers, Principals, Administrators, Guidance Counselors, etc. in a Catholic School within the Diocese of Trenton. Roles DO include teacher aides, school supporters, etc. or Religious Education Coordinators.

Please select any additional roles you perform at this location.

Catholic Charities
All staff and the employees of Catholic Charities.

Member of the Society of St. Vincent de Paul
Those roles should be selected if you are a Volunteer belonging to any of the St. Vincent de Paul Societies within the Diocese of Trenton.

Order Priest

Retired Priest

Parent

Please enter a job title or position title.
Please use "Parent" as the title for those who are not an educator.

Title or Position of Service:

Your selected location(s) are displayed on the screen.
Select **YES**, if you need to add secondary/additional locations.
(Follow instructions in previous step to select additional locations.)
Otherwise, if your list of locations is complete, select **NO**.

You have chosen following locations and roles:

All Saints Church (Burlington)
• Volunteer ✓

Are you associated with any other locations?

Yes No

Please answer the questions presented.
Click **Continue** to proceed.

Are you a parent or guardian of a child under 18?
 Yes
 No

Do you interact with, work with or come into contact with minors of this archdiocese/diocese/religious organization?
 Yes
 No

Do you interact with, work with or come into contact with vulnerable adults of this archdiocese/diocese/religious organization?
 Yes
 No


Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?
 Yes
 No

Please acknowledge the Diocese of Trenton's Code of Conduct that "I understand that as an ordained clergy, volunteer or employee working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer or employee with children and/or youth." by clicking the box, adding your electronic signature, and today's date.

Click **Continue** to proceed.

Diocese of Trenton, NJ
Code of Conduct

1 of 1



**Diocese of Trenton
Clergy/Laity
Code of Conduct**

Our children are the most important gifts God has entrusted to us. As a volunteer/employee, I promise to strictly follow the rules and guidelines of this Code of Conduct as a condition of my providing service to the children and youth of The Diocese of Trenton.

As ordained clergy or a volunteer/employee during the course of my ministry or employment, I will:

- Treat everyone including vulnerable adults (those who habitually lack the use of reason) with respect, equity, patience, integrity, courtesy, dignity, and consideration and will conduct myself and live a lifestyle which is in conformance with Catholic teachings.
- Avoid situations, when possible, where I am alone with children and/or youth at Church activities.
- Use positive reinforcement when working with children and/or youth.
- Refuse to personally accept expensive gifts from children and/or youth or their parents.
- Refrain from giving expensive gifts to children and/or youth.
- Refrain from viewing or distributing child pornography.
- Report suspected abuse to the Child Protection Service agency and inform the pastor, administrator, or appropriate supervisor. I understand that failure to report suspected abuse to civil authorities is, according to the law, a statutory person offense.
- Cooperate fully in any investigation of abuse of children and/or youth.

As ordained clergy or a volunteer/employee during the course of my ministry or employment, I will not:

- Smoke or use tobacco products in the presence of children and/or youth while performing assigned duties.

Problems viewing PDF? [Download](#)

I understand that as an ordained clergy, volunteer or employee working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer or employee with children and/or youth.

Please provide an electronic acknowledgement to confirm you have received the document above.

Full Name (first, middle and last): (John D. Smith)

Today's Date: (mm/dd/yyyy)

[Continue](#)

If you chose Volunteer as your role, you will be led to answer four questions.

Click **Continue** to proceed.

Are you a registered member of the parish?
YES
NO

Has your parish ever been notified of a child abuse report?
YES
NO

Has your parish ever been notified of a child abuse report?
YES
NO

Has your parish ever been notified of a child abuse report?
YES
NO

Has your parish ever been notified of a child abuse report?
YES
NO

[Continue](#)

If you have not attended a VIRTUS Protecting God's Children facilitator-led session, choose NO.

Have you already attended a VIRTUS Protecting God's Children Session?

** Stop here !! Do not register for an in-person VIRTUS session.*

YES NO

** Email Cynthia Dapra (cdapra@stleo.edu.com) with your VIRTUS User ID. The online module will be assigned.*

** Proceed to scheduling your fingerprinting appointment.*