

# Faith Formation Credential Requirements

As per Diocesan policy, for the protection of all children in our parish and also yourself, **ALL adults (> 18 years) working with children** in our Diocese MUST begin the process of completing the following documents/procedures prior to starting: Teens under the age of 18 must only complete the Volunteer Application.

All the documents can be found on our website, [www.ollwhs.org](http://www.ollwhs.org), under faith formation, religious education.

All documents must be returned to Christine DeLessio, Safe Environment Coordinator.

**1) COMPLETE A DIOCESE OF METUCHEN VOLUNTEER APPLICATION.** All volunteers must complete the Volunteer Application (two pages). TEENS under 18 are not required to complete the back page. Everyone in the position of sharing their faith and the church's teachings (i.e. Catechist, Aide, Noah's Ark, VBS, Music, Theatre, etc.) through teaching/mentoring are also required to complete the Catechist Application and Personnel Record (three pages). These documents only need to be completed once but if you have any significant change to your individual information, please contact the office to update your records.

## **2) PROTECTING GOD'S CHILDREN (PGC) TRAINING SESSION – (VIRTUS)**

MANDATORY PRE-REGISTRATION:

1. Go to [www.virtus.org](http://www.virtus.org)
2. Click on "registration"
3. For select organization, choose "Metuchen, NJ"
4. User ID: use your e-mail address
5. Password: anything you choose
6. Answer the questions
7. Click on "I wish to attend a PGC session". The list of available sessions will come up, and you can find those being offered at nearby locations. You must bring back a certificate with the following information: parish name/address, date attended, and signature of facilitator.

**3) Identio G by MorphoTrust USA – MANDATORY FINGERPRINTING/BACKGROUND CHECK (FormIDG\_NJAPP\_020115\_V2)** Diocesan policy MANDATES that if you have not previously completed this background check AND you will be assisting in any capacity around children, you MUST complete the background check and fingerprinting through MorphoTrust USA.

- The only exception to this rule is if you were previously fingerprinted as a VOLUNTEER or EMPLOYEE in the METUCHEN DIOCESE through MorphoTrak or SagemMorpho within the last three years, then you do not need to repeat this process.
- Anyone who continues to be actively involved will require a NAME CHECK ONLY (blue form SBI212B) every three years. The Safe Environment Coordinator will notify you when you need to have this form completed.
- OLL will reimburse the fee for this process when you submit a copy of your completed application and receipt.

**4) Code of Pastoral Conduct** – Every parish employee and Youth Formation volunteer (i.e. Catechists, Aides, Hall Monitors, Noah's Ark, VBS, Children's Choir, Teen Ministry, etc.) over the age of 18 working with children, must read the Diocesan Code of Pastoral Conduct. After you have read the document, please sign and return the Acknowledgement of Receipt and Review form.