

Faith Formation Credential Requirements

It is the policy of the Diocese of Metuchen to require anyone *who will be teaching or assisting in any ministry position that works with children at Our Lady of Lourdes* to complete the required FF Credentials **prior** to starting their role. All documents can be found on our website, www.ollwhs.org. There are several steps necessary to be valid in your ministry:

1. **Complete a Diocese of Metuchen Volunteer Application**
2. **Complete a Catechist Application**
3. **Register and attend a Protecting God's Children Workshop**
 1. Go to 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.
4. **Schedule an appointment to complete the Criminal History Name Check and Fingerprinting through Identigo by MorphoTrust USA**
 1. OLL will reimburse the fee for this process when you submit a copy of your completed application and receipt.
5. **Read the Pastoral Code of Conduct and sign the acknowledgement form**
6. **All completed documents are to be returned to Christine DeLessio, Safe Environment Coordinator**

We appreciate your dedication and commitment to sharing your faith and service to God through programs with our children. Please complete the above requirements as soon as possible. If you have any questions or concerns regarding these requirements, please contact Christine DeLessio at 908-534-2319 x15 or by email at finance@ollwhs.org.