

Protocol (Training) Information

All Archdiocesan and Parish EMPLOYEES and VOLUNTEERS who are 14 years old or older and have regular contact with minors and the elderly must complete the Safe Environment training which includes the application process, code of conduct, and proof of training before being employed or volunteering. The following is a summary of the steps required to be considered for employment or volunteer activities.

- 1. Paper Application:** The paper application must be completed, dated, and signed before it can be accepted by the Parish. A copy of the Paper Application can be printed ([English](#) or [Spanish](#)), picked up at the Parish Religious Education (RE) Office, or from your Ministry Leader.

View or Print the Instructions for Completing the Paper Application ([English](#) or [Spanish](#)).

- 2. Initial Interview:** A staff member or your Ministry Leader will conduct a brief interview with you, asking some basic questions. These questions are very similar to the ones which will be asked of your references. The [Volunteer Interview Form](#) should be completed at this time.
- 3. Reference Checks:** You need to have three references which you submitted on the paper application. They cannot be related to you. The references will be contacted by the Ministry Leader, mainly by telephone, and asked a few brief questions. (See the Instructions for Completing the Paper Application in Item #1 for additional information.)
- 4. Online Submission & Background Check:** A Safe Environment volunteer will take your information from the paper application and enter it into the Diocese's online system in order to centrally record your information as well as initiate your background check. Background checks cannot be made if the applicant is under the age of 18.
- 5. Training Workshop:** All applicants must attend a Training Workshop before being approved for ministry. Contact your Ministry Leader at:
For Religious Education (RE): Annamarie Duty, Director of RE, (405) 376-9435, Ext. 307
For Usher: Contact the church office at (405) 376-9435
For Choir: Elizabeth Rivera, Music Director, (405) 376-9435, Ext. 309
For Nursery: Contact the church office at (405) 376-9435
- 6. Code of Conduct Review and Acknowledgement:** Read the **Code of Conduct** and **Statement of Receipt and Agreement** (last page). Complete all information at the bottom ([English](#) or [Spanish](#)). This process will be completed at the Training Workshop.

No one will be allowed to start employment or volunteer for activities which allow with regular contact with minors, elderly, or the disabled until this protocol is completed. One should start the protocol as soon as possible.

Completion means not only that you have accomplished all of the requirements; it also means that the information has been reviewed and approved by the Archdiocesan Safe Environment Office, and they, in-turn, have notified Holy Spirit Parish Volunteer.