

DIOCESE OF JOLIET - COMPLIANCE REQUIREMENTS FOR CLERGY AND ADULT EMPLOYEES
(rev June 2021)

VIRTUS Primary Role (every adult user, except for contractors, must have one of the Roles below)	Possible VIRTUS Secondary role	VIRTUS Account	Policy & Standards	CBC (finger- print)	CBC (name based)	PGC	Monthly bulletins	Ack. Form & MRT	Volunteer application
Priest		✓	✓	✓	✓ After 5 yrs.	✓	✓	✓	
Seminarian		✓	✓	✓	✓ After 5 yrs.	✓	✓	✓	
Deacon		✓	✓	✓	✓ After 5 yrs.	✓	✓	✓	
Candidate for ordination - studying to be a permanent deacon		✓	✓	✓	✓ After 5 yrs.	✓	✓	✓	
Educator - salaried teachers, school administrators, and principals		✓	✓	✓	✓ After 5 yrs.	✓	✓	✓	
Employee (Parish/Parochial) - paid for work done at a parish (those who work with minors/vulnerable adults) or school (<u>all</u> school employees)	Employee: After School Staff Employee: High School Coach Employee: Substitute Teacher Employee: Parochial School (paid school employee who does not fall under other listed secondary roles) Employee: Religious Education or Youth Ministry	✓	✓	✓	✓ After 5 yrs.	✓	✓	✓	

VIRTUS Primary Role Cont'd	Possible VIRTUS Secondary role	VIRTUS Account	Policy & Standards	CBC (fingerprint)	CBC (name based)	PGC	Monthly bulletins	Ack. Form & MRT	Volunteer application
Employee (Parish/Parochial) cont'd - paid for work done at a parish (those who work with minors/vulnerable adults) or school (<u>all</u> school employees)	Employee: Musician (if working with minors/vulnerable adults)	✓	✓	✓	✓ After 5 yrs.	✓	✓	✓	
Employee (Parish/Parochial) - paid for work done at a parish who do not work with minors/vulnerable adults	Employee: Musician (if not working with minors/vulnerable adults)	✓	✓	✓	✓ After 5 yrs.	✓	✓		
Employee (Diocesan/Eparchial) - Paid for work done at diocesan office/agency (i.e., Blanchette Catholic Center) who do not work with minors/vulnerable adults		✓	✓	✓	✓ After 5 yrs.	✓	✓		

DIOCESE OF JOLIET - COMPLIANCE REQUIREMENTS FOR ADULT VOLUNTEERS
(rev June 2021)

VIRTUS Primary Role Cont'd	Possible VIRTUS Secondary role	VIRTUS Account	Policy & Standards	CBC (Finger-print)	CBC (name based)	PGC	Monthly bulletins	Ack. Form & MRT	Volunteer application
Volunteer – school board members	Volunteer: School board member	✓	✓		✓	✓		✓	
Volunteer - persons not paid for work at parish or school in <i>repetitive role</i>	Volunteer: Coach Volunteer: Scout Leader Volunteer: Religious Education or Youth Ministry (includes catechists, chaperones for mission trips, adult peer leaders)	✓	✓		✓	✓		✓	✓
Volunteer - persons not paid for work at parish or school in <i>non-repetitive role</i> (i.e., field trip chaperone)	Volunteer: Parochial School Volunteer: Parish	✓	✓		✓	✓			

COMPLIANCE REQUIREMENTS FOR HIGH SCHOOL STUDENTS
(under the age of 18) WHO SERVE AS VOLUNTEERS
(rev June 2021)

VIRTUS Role	VIRTUS Account	Healthy Relationships 2.0	Volunteer application
Volunteer: Parish Volunteer: Parochial School	✓	✓	✓

NOTES:

VIRTUS Account - must register for VIRTUS account before ministering/employment/volunteering at <http://www.virtusonline.org>

Policy & Standards – [DOJ Policy Regarding Sexual Abuse of Minors and Vulnerable Adults \(revised 2021\)](#) and [DOJ Standards of Behavior \(revised 2021\)](#) – must review before ministering/employment/volunteering

→ Will be prompted to complete via VIRTUS

CBC (fingerprint) – Criminal Background Check done via fingerprinting through Accurate Biometrics – must submit to before ministering/employment

→ Instructions will be provided by respective local administrator

→ After 5 years, must submit to name-based background check

❖ Will be prompted to complete background check release form via VIRTUS

CBC (name based) – Criminal Background Check done via name-based background check through Selection.com Fastrax prior to volunteering

→ Will be prompted to complete background check release form via VIRTUS

PGC – VIRTUS Protecting God’s Children (PGC) for Adults training – must take before ministering/employment/volunteering

→ Will be prompted to sign up for a workshop via VIRTUS (if you have not already taken a PGC training)

Monthly bulletins - VIRTUS monthly bulletins – must read post ministering/employment

→ Will be prompted to read bulletins via VIRTUS

Ack. Form (Acknowledgement of Mandated Reporter Status) & MRT (Mandated Reporter Training) –

Illinois Department of Children and Family Services Acknowledgement of Mandated Reporter Status (form for clergy is [CANTS 22A](#); form for laity is [CANTS 22](#)) – must read and sign before service

→ Will be prompted to complete via VIRTUS

→ Print out signed acknowledgement and provide a copy to your local administrator

Illinois Department of Children and Family Services Mandated Reporter Training (**MRT**) – must take within 3 months of service and re-certification training every 3 years thereafter

→ Will be prompted to complete via VIRTUS

→ Print out certificate post training and provide a copy to your local administrator

Adult Volunteer Application – must complete before volunteering

For those adults serving in repetitive roles with minors and/or vulnerable adults (i.e., catechists, non-paid youth ministers, lunch monitors, recess monitors, before/after school care, student clubs, STEM) – [Adult Volunteer Application](#)

- ➔ Form will be provided by local administrator or volunteer coordinator at the parish, school, or agency at which you wish to provide volunteer services: Adult Volunteer Application
- ➔ Must complete before volunteering

Minor Volunteer Application – must complete before volunteering

For high school students (under the age of 18) who serve as volunteers – [Application Form for Minors Serving as Volunteers](#)

- ➔ Form will be provided by local administrator or leader of parish program for which user is volunteering: Minor Volunteer Application
- ➔ Includes instruction by staff/adults of the content of Diocese of Joliet’s Standards of Behavior for Those Working with Minors

Healthy Relationships 2.0 – VIRTUS Healthy Relationships for Teens 2.0 – for high school students (under the age of 18) who serve as volunteers - must take before volunteering

- ➔ Will be prompted to sign up for this online training via VIRTUS

Once a high school student serving as a volunteer turns 18, the VIRTUS system will automatically prompt him/her to complete compliance requirements for an adult.

When a VIRTUS user, adult or minor, concludes his or her service at a particular site, either the user or the local administrator must go to that user’s VIRTUS account to the “Roles” box and enter the “End” date for the respective site.