

ST. MARK CHURCH

30 MELVIN AVENUE · CATONSVILLE, MARYLAND 21228 · (410) 744-6560 · FAX: (410) 747-3182

NEW ARCHDIOCESAN REGULATIONS FOR ALL WHO VOLUNTEER WITH YOUTH

VIRTUS ONLINE

for the safety and protection of all children

Dear Volunteer,

St. Mark and the Archdiocese of Baltimore have a commitment to maintaining the trust of the faithful by providing our children with safe environments characterized by healthy relationships. Therefore, all parishes and archdiocesan Catholic schools must now use *Virtus Online*, a compliance management system for all who work with youth in the Archdiocese of Baltimore.

Go to the *Virtus Online* website: <https://www.virtusonline.org>.

. Select *First-Time Signup*

1. Select *Catholic Dioceses*
2. Select *Baltimore Archdiocese*, then select *Confirm*
3. You will then see a letter from Archbishop Lori. After reading his letter, select *NEXT*.
4. **User Login Data** section: **create** your own login-ID and password. Once all requested information is completed, select *Next Step*.
5. **Affiliation** section: Select **Volunteer** as User Type.
6. Select **Parish** as the Location Type; select **Catonsville** for Where Located, and **Mark Catonsville, St.** as Location Name.
7. Select **Substantial contact w/children**. Select *Next Step*.
8. You will be asked, "Do you volunteer at another location?" (If you will be serving at another Archdiocesan parish or school, repeat steps 6-8 for that location.)
9. **Application Info** section: You will be asked, "Are you a new volunteer?" Select **Yes**.
10. Answer the three questions for volunteers/employees and **provide three references**. Then select, *Next Step*.
11. **Summary/Confirm** section: Review your information. If it is correct, select *Accept* and then *Confirm Signup*.
12. **Background Check Registration/Criminal History Screening**: Complete the background check form and authorization. Enter your electronic signature, then choose *I Consent to the Background Check* or *I DO NOT Consent to the Background Check*. (If you do not consent to the background check, you may not serve as a volunteer.)
13. Next you will need to complete **Protect the Children** online training. All volunteers are required to complete this online training, which takes the place of any and all previous STAND video training.
14. Once you have finished the training, you will be asked to read the Archdiocese of Baltimore's child and youth protection policies: *A Statement of Policy for the Protection of Children and Youth* and the *Code of Conduct for Church Personnel in the Archdiocese of Baltimore*. You will be asked to answer questions about the policies.

Please be sure to contact the Rae Ellen Clegg in the parish office when you've completed these steps: 410-744-6560, ext. 221 or rclegg@stmarkchurch-catonsville.org.

Thank you for your service to our parish and school, especially for your commitment to the children and youth in the Archdiocese of Baltimore!

Sincerely,

Rae Ellen Clegg

Screening Coordinator