

**Attention ALL volunteers,
and those who would like to become a volunteer,
here at St. Catherine Labouré Church.**

Volunteers are the heart of the ministries and events here at our parish, and we wish to say “thank you” for serving the people of our parish! The Diocese of Phoenix requires that ALL volunteers, employees and clergy members complete mandatory Safe Environment Training courses to volunteer or work for any Church or program associated with the Diocese of Phoenix. This process has been in place since 2006.

To accomplish this requirement, every parish has a Safe Environment Training Coordinator, and Trainers who provide the mandatory sessions. These sessions are broken into two sections – Foundation and Renewal sessions.

All Volunteers first complete a Safe Environment FOUNDATION class, a face-to-face interview with the leader of the group they wish to volunteer for, and provide a minimum of three references for a reference check. These three items must be completed prior to your beginning your service as a volunteer here at St. Catherine’s.

To better serve our parish volunteers, we are changing when sessions are offered. We are going to offer Safe Environment Foundation sessions as part of a volunteer orientation. As the information presented will be specific to St. Catherine Labouré parish, without prior approval of the Safe Environment Coordinator, no one may register for these sessions if they are not serving at St. Catherine’s.

Foundation classes are offered once a quarter here at the parish. For 2017, the sessions will be done on Saturday beginning at 9 am and ending at 12 noon in the St. Michael Room. Dates for the sessions for 2017 are, February 4th, May 13th, August 5th and November 11th. If there is no one from St. Catherine’s registered by noon on the Wednesday before the class date, the class will be cancelled.

Due to the nature of the material presented, NO ONE under the age of 18 is allowed to be present during the class. We DO NOT offer childcare during the classes. Classes start PROMPTLY at the scheduled start time—once the class has started, you will not be allowed to attend the class.

- You must pre-register for these classes as class size is limited. To register, you must come into the office and pick up an application form. At that time, your name will be added to the session list.
 - Please bring a photo ID and contact information for 5 references when you come to register.

Once you have completed a Foundation session, all volunteers are required to complete RENEWAL sessions. Here at St. Catherine’s, Renewal sessions must be completed between July 1st and November 30th.

- If you are a member of the clergy, an employee, someone who volunteers with minor children, does pastoral care as a Ministers of Care, or St. Vincent de Paul, you must complete a yearly Renewal session.
- ALL other volunteers are required to complete Renewal sessions every-other year.

Renewal sessions are offered on-line through the Diocese of Phoenix website. It is highly encouraged that you complete Renewals online as they are short – 15 to 20 minutes.

- SAFE ENVIRONMENT Online Training
 - <http://www.safeenvironmenttraining.org/classes.php>
 - Please note: You MUST watch the credits at the end of the session and wait for the “pop-up” that says you have completed the class to receive credit for the online class!
- For those unable to complete an online session, Renewal sessions will be offered “in person” during October. In person sessions are one hour. There will be two sessions, October 14th at 6 pm and October 28th at 1 pm. These sessions are limited in size, and you must pre-register by contacting the office to have your name placed on the session list. These classes will be limited to St. Catherine Labouré parishioners. If spaces are available, and with prior approval of the Safe Environment Coordinator, persons not serving at St. Catherine’s may be registered for the session. If there is no one from St. Catherine’s registered by noon on the Wednesday before the class date, the class will be cancelled.

If you are unable to make the sessions that have been scheduled here at St. Catherine’s, you must arrange with St. Catherine’s parish office to request permission to attend a session from the coordinator at Sacred Heart in Prescott, or St. Germaine’s in Prescott Valley.

To read the entire Diocese of Phoenix Policy and Procedures for the Protection of Minors, please go to www.diocesephoenix.org, and click on “Policies and Procedures.” You will find the latest revision (July 2015) available for reading or printing. A copy of the Diocesan Policy for the Protection of Minors is also available for review in the office.