

## To Prepare Volunteers for Ministry

**Office of Child Protection & Safety (OPCYP) Application:** Instructions to complete the [online application and paperwork](#) may be obtained from the parish liaison. It is important that you provide the name of your new volunteer to the parish liaison **before** the volunteer begins the application process. Liaisons have been instructed to decline applications of individuals if they have not been informed by the DYM or their delegate that they will be an active part of their ministry. Please allow five business days for the vendor to complete the background check once it has been submitted. If the background check is returned to OPCYP that would prohibit a person from volunteering, they will be contacted by the Director of OPCYP and a general notice will be sent to the parish liaison and pastor. The online application will automatically generate the following documents to be completed:

- Catholic Diocese of Arlington – Employee/Volunteer Criminal Background Check Authorization  
This is sent to a third party, NCSI, for an initial background check. This takes 3-5 business days to come back. Once cleared, a volunteer may start to serve.
- Virginia Department of Social Services/Child Protective Services Central Registry Release of Information Form ***A physical copy of this form is required to be submitted, but it is no longer required to be notarized.*** The CPS form is sent out to Child Protective Services for an additional background check. This can take 6-8 weeks to come back.
- Questionnaire.
- Acknowledgement/Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse
- Code of Conduct for Church Volunteers and Personnel in the Diocese of Arlington

**Safe Environment Training:** A Virtus: Protecting God’s Children Seminar must be attended within 45-days of the application being submitted to OPCYP. All participants must pre-register online through the diocesan VIRTUS portal. A link for this portal will be automatically sent to the applicant when the liaison approves the application described above. You will only be able to view and select classes offered within the 45-day period. If you cannot attend a previously scheduled session, you should call OPCYP at (703) 841-3847 to get rescheduled. You can transfer credit for attending a Virtus session from another diocese over to the Arlington Diocese by calling OPCYP. If your paperwork comes back clear but you do not attend a Virtus session within the 45-day period, you will remain non-compliant and unable to volunteer or work until you have attended a Virtus session.

### **Risk Management Requirements:**

- Volunteer Risk Awareness Agreement: Found online at “The Well” under Risk Awareness and Permission slips. (*completed and kept on file at the parish*)
- Authorized Driver Application: Anyone who will be operating a parish or diocesan owned vehicle, or a vehicle rented under a diocesan account, must complete this application through the Office of Risk Management. Otherwise, anyone driving a personal vehicle to transport youth should be prepared to provide a copy of vehicle insurance and valid license, if requested. The [Driving Policy](#) including driver requirements and driving guidelines, are listed in this chapter.

### **Communications Requirements:**

- Website and Social Media Policy: (*read policy and complete/sign p. 8*). This policy can be found on the Communications Website and through “The Well”. The form should be returned to your parish pastor/administrator.