



St. Francis of Assisi Parish

8300 Old Columbia Road Fulton, MD 20759

“Preach the Gospel at all times - if necessary use words.”

Dear Volunteer,

Thank you for serving as a volunteer at St. Francis of Assisi! As you know, St. Francis of Assisi and the Archdiocese of Baltimore have a commitment to maintaining the trust of the faithful by providing our children and youth with safe environments characterized by healthy relationships. With our longstanding commitment in mind, all parishes and archdiocesan Catholic schools will be using *Shield the Vulnerable*, a new compliance management system that will allow all parishes and schools to facilitate compliance with archdiocesan child protection requirements for all volunteers who work with minors, employees, and clergy.

Please register as a St. Francis of Assisi Parish volunteer at www.shieldthevulnerable.org. You will register by selecting an organization. Select: “Catholic Dioceses” and “Baltimore Archdiocese.” You will be asked to provide demographic information, including contact information. You will create a login-ID and password. Next you will select your “Affiliation.” Because you are working with children, please select, “volunteer with substantial contact.” Please follow the prompts to provide additional information for a Criminal History Screening.

Next you will need to complete *Protect the Children: STAND* online training. Because of our continuing commitment to our children and youth, the new policy requires that volunteers with substantial contact with minors, all employees, and all clergy renew this safe environment training (*Protect the Children: STAND*) every five years. You will be required to take the once every five years when your Criminal History Screening must also be renewed. Once you have finished the training, you will be asked to read the *Code of Conduct for Church Personnel in the Archdiocese of Baltimore* and *A Statement of Policy for the Protection of Children and Youth*.

Thank you for your service to our Church and especially for your commitment to the children and youth. Please contact Rhonda Milauskas, (Religious Education), Becki Kaman (Youth Ministry), or Laurie Beyerle, our screening coordinator, at (410) 792-0470 if you have any questions.

Peace of Christ,

Fr. Dennis Diehl
Pastor

Update Child Protection Program Instructions

- Go to www.shieldthevulnerable.org
- Click on “First Time Signup”
- Select “Catholic Dioceses” from drop-down list
- Select “Baltimore Archdiocese” from drop-down list
- Click “Confirm;” the next screen is a message from the Archbishop
- After reading the message, click “Next”
- Input personal information and create Login ID and Password
- Click “Next Step;” the next screen is the Affiliation page
- Select “Volunteer” from the User Type drop-down
- Select “Parish” from the Location Type drop-down
- Select “Fulton” from the Where Located drop-down
- Select “Francis of Assisi” from the Location Name drop-down
- Select “Substantial Contact with Children” from the Primary Position/Dept drop-down (**Youth Ministry Volunteers should select “Drivers with Contact”**)
- Click “Next Step;” the next screen is Application Info
- Reply to questions regarding Volunteer Service/Employment and input references (*If we already have an application with references on file for you, we will not be re-checking references. However, you do still need to enter their information to set up your profile. They do not have to be the same references you put on your original application.*)
- Click “Confirm;” next screen is Summary/Confirm
- Read and confirm that your information is correct
- Read and “Accept” the license
- Click “Confirm Sign Up;” next screen is Criminal History Screening page
- **Existing Volunteers:** check with Rhonda, Becki, or Laurie for the date of your last Criminal History Screening
- **New Volunteers:** click “No”
- Click “Next”
- Input information as prompted
- Continue to “My Courses” page
- Click “Start” to begin the “Required” course “Protect Children – STAND” (*Please refer to the guidelines in the letter on the front of this page to determine when you should complete this training.*)
- Follow Prompts to complete training and quizzes