Archdiocese of Washington D.C.
VOLUNTEER REQUIREMENTS INFORMATION:

1. VOLUNTEER APPLICATION - complete, sign and return to the school office. https://adw.org/wp-content/uploads/sites/2/2019/08/Appendix-C-VOLUNTEER-APPLICATION.pdf

2. REGISTER ONLINE ON VIRTUSONLINE.ORG - **see directions below**. (Please do not set up multiple accounts - if you forgot your sign on, call the help desk 1-888-847-8870 to send you your information.) While registering on VIRTUSONLINE.org, the process will bring you to sign up for a required Protecting God's Children Seminar. The Archdiocese of Washington Office of Child Protection only posts the virtual seminars for two weeks at a time. So if you don't see one that you are able to attend, please check back to see new seminars that will be posted.

3. After steps 1 and 2 are completed, please bring two forms of ID to your local coordinator, Ellen Finnell, in the main office at school to receive an Authorization Form and Instructions to complete the FINGERPRINTING. (Call ahead before going to get fingerprinted to be sure you bring all that you need. Please submit your fingerprint receipt to me at the main office.)

4. After attending the Protecting God's Children Virtual Seminar, read the Child Protection Policy Booklet (sent out for the Seminar) and fill out and sign the Acknowledgement Form on page 56 and the Code of Conduct on page 69-70 and return them to the school office.

Please complete all requirements within 60 days after registering for a Virtus account. When all items are completed and the fingerprinting results are posted on your Virtus Account, you will be eligible to volunteer.

HOW TO REGISTER ON VIRTUS

1. Go to **www.virtusonline.org**
2. Click on **FIRST-TIME REGISTRANT** that is in green on the left hand side of the Virtus Online page Under USER ID AND PASSWORD.
3. If you are searching for a session to attend, click on **View a List of Sessions**. After reviewing the list of sessions, click on Start Registration. If you know the session you want to attend, click on **Begin the Registration Process** instead.

4. Click on the down arrow to the right of select your organization, please scroll down the drop down menu until you find **Washington, DC (Archdiocese)**. Click on Select.
5. Create a User ID and Password. Click on Continue.
6. Complete the Registration Screens.
7. Please select the Primary location where you work or volunteer with children.
8. Select your roles (Please see descriptions below and select accordingly).
9. Answer all screening questions.
10. Read and Acknowledge the Pastoral Code of Conduct and Contact with Minors.
11. When you get to the screen that asks if you Have Already Attended a *Protecting God's Children* Session, click **NO** if you have not attended and select the session you want to attend. If you have attended a *Protecting God's Children* session, click **YES** and select the session that you attended and complete the rest of the registration process.
12. If you have completed the Protecting God's Children Session in another State, please contact Virtus 1-888-847-8870 to transfer your account to the Archdiocese of Washington DC.

Roles Definitions:

• **Priests/Deacons** – Diocesan priests/deacons in active or supply ministry.
• **Candidates for Ordination** – All seminarians and candidates for the permanent diaconate.
• **Educators** – salaried teachers, principals, and administrators in diocesan/eparchial and parish schools
• **Employees** – paid persons (other than priests/deacons or educators) who are employed by and work directly for the diocese/eparchy or parishes/schools such as central office/chancery/pastoral center personnel, youth ministers who are paid, parish ministers, school support staff, rectory personnel, etc.
• **Volunteers** – unpaid persons who assist the diocese/eparchy (including parishes and schools) such as catechists, youth ministers, coaches, etc.

Thank you,
Ellen Finnell
Child Protection Coordinator, St. Mary's Parish and School