

## MEMORANDUM

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To: Pastors and School Principals

From: Bishop Michael W. Warfel

Subject: Pastors/Principals/Parish Life Coordinators letter of Safe Environment Compliance Letter

Date: July 21, 2010

My Dear Brothers and Sisters in Christ;

We are in the midst of our summer and the end of another year with our Safe Environment Program. I applaud your commitment to the protection of our youth, as is demonstrated in your efforts to properly train, and track all our various volunteers, employees and the many children we educate in our schools and religious education programs. This is a monumental effort that requires the support and cooperation of many people throughout our parishes, schools and the diocese and I know is no easy task.

With the close of the Safe Environment audit year we here at the Diocesan offices are preparing for our annual audit with the Gavin Group to determine the compliance of the Diocese as a whole with the *Revised 2005 Charter for the Protection of Children and Young People*. Part of this audit process is a letter from each parish and school stating that the training for all volunteers, employees, and children has been completed and that the parish or school is in compliance with the Charter but also with Diocesan policy.

Attached you will find a sample letter of compliance that you may simply sign, date and return to the Diocesan office, or copy onto your own letterhead then sign date and return, or simply use as an example to create your own letter. Please note that should you choose to create your own letter we do need the following elements noted for audit compliance:

- a) Parish or School name and city
- b) The words 2010 audit year mentioned
- c) That all employees and volunteers have participated in the VIRTUS Safe Environment Program, have signed the Code of Conduct and have passed a background check
- d) That all children and youth in religious education programs or schools have been trained using the annual age appropriate training in accordance with diocesan policy.

Whatever method you elect to follow in returning this letter to me, please be aware that we need this on or before August 13, 2010.

Please note, even if you do not have children in your parish, this compliance letter must be submitted. We recommend you simply note that there are no children in your parish; therefore the training for youth was not applicable.

Again, I thank all of you for your support and dedication to this ministry.