

Sample Pastor Letter – Compliance with Audit (see Step 6, Phase Two)

<Parish or School Letterhead>

Most Rev. Michael W. Warfel
Bishop of Great Falls-Billings
P O Box 1399
Great Falls, MT 59403

Dear Bishop Warfel,

I am writing to inform you that (Parish & Missions or School) in (City) has completed training for the 2011 audit year and is in compliance with the *Revised 2005 Charter and Norms for the Protection of Children and Young Persons*.

In accordance with diocesan policy, we have properly posted contact information for our diocesan Victims Assistance Coordinator; all employees and volunteers have participated in the VIRTUS® Safe-Environment Program; all employees and volunteers have signed the diocesan Code of Conduct, and have passed a background check.

Children and youth enrolled in religious education programs, and/or children and youth enrolled in kindergarten through grade 12, have participated in the annual age-appropriate training in compliance with standard diocesan policy.

Thanking all involved in this important ministry, I am

Sincerely,

Pastor/ Principal/Parish Life Coordinator

Date