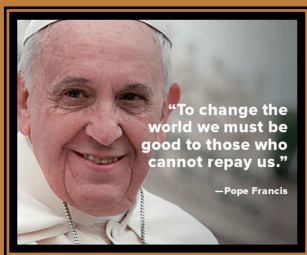


Earlier this week, I had the privilege to participate on our Diocese School Accreditation Team. We spent two days in one of our school/parishes and I cannot tell you what great witnesses the staff, students, parents and volunteers in both locations are to our Catholic Faith. They truly are the face of Jesus in their community and in our Diocese. I left there thinking, "I want to be like that, EVERYDAY"! I am very grateful that God called me to this job and so proud to be part of our Catholic faith. We encounter many responsibilities and have a long to-do list that grows every single day and it's all because we are here to serve one another. Thank you ALL for being the face of Jesus in your community and in our Diocese.



Safe Environment Newsletter



The Human Resources and Safe Environment offices are empowering parishes and schools to begin running your own ICHATS. Please make sure to have your ICHAT account set up by 12/01/16. Once you have submitted the information to (Michigan State Police) MSP, it may take up to three weeks to receive your agency code so please don't wait until 12/01/16.

We are doing this to simplify the process and reduce the amount of time the background check form takes when in transit from your location to the Safe Environment Office.

Flow charts and grid are listed on the Safe Environment webpage as a guide for completing ICHATS or determining if a background consent form should be sent to the Safe Environment Office. If you are not currently running your own here is the link to the Safe Environment web page for simple request and set up. http://www.dioceseoflansing.org/child_and_youth_protection



All school and parish employees must have LIVE Protecting God's Children training. Even if they have had the online version sometime in the past. Please check your list and verify with the VIRTUS database.



If you run an ICHAT you are required by Michigan State Police (MSP) to have a Criminal Background Consent (CBC) form on file. The form can be the original CBC from a previous year. Please use the CBC form on the diocese website. This will ensure you have the most revised CBC form.

<http://www.dioceseoflansing.org/sites/default/files/files/DOLBackgroundCheckReleaseNOV2014.pdf>



Here is a quick checklist to make sure your building is safe. **"All Office, classroom and sacristy doors are to be installed or retrofitted with clear glass and the glass is to remain uncovered at all times. Reconciliation rooms or chapels, while soundproof and allowing for privacy of the penitent, are to have windows that remain uncovered. Unless a maintenance closet or room requires a solid door for fire safety, it is to be similarly fitted. Unless it is vacant, it is to be locked. If not vacant, the door should be opened so that by-passers can view who is in the closet or room."**



If you have any one that you call Volunteer but the "Volunteer" is paid a stipend through the school, Michigan State Police (MSP) tells us they are considered an employee of the school and will need to be finger printed. An example is a Voluntary Coach.



If you have an individual who is no longer volunteering or employed in your location (school/parish) you can make their VIRTUS account **Inactive UNLESS**, the account has another location (school/parish) indicated on the account. If so, Just remove **your** location and keep the account active. This will allow the other location to continue having access to the VIRTUS account.

For Schools

Please remember to contact us if you are scheduled by Michigan State Police for an audit.

VIRTUS Instructions

Revised instructions for Protecting God's Children are on the Safe Environment web page. These instructions are for pre-registering for a live session or registering for online training.

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