

MANDATORY TRAINING

FOR ALL SRF CATECHISTS (PARENTS)

1. ALL Parents: General Information Meeting & Material Distribution,
Monday, May 23, 2022 ~ 7:00pm - Holy Family Room
Mandatory for all adult participants in the SRF program.
2. ALL Parents: VIRTUS - Protecting God's Children Workshop, *Dates to be announced.*
Mandatory ONLY if you did not previously complete this training.
3. ALL Parents: Catechism of the Catholic Church
Dates to be announced.
Mandatory ONLY if you did not previously complete this training.
4. ALL Parents: IdentoGO - Background Check and Fingerprinting.
Mandatory ONLY if you have not previously been approved by the Diocese of Metuchen.
5. ALL Parents: Read Policy and complete Code of Pastoral Conduct Acknowledgement Form
6. ALL Parents: Lesson Planning Meetings by Grade Level – Holy Family Room

Dates to be announced.
7. ALL Bible, Doctrine, Link to Life, Activity, & Event Leaders (Catechists): Classroom Management 101; by your request this class will be presented to you by Educators who are also Catechists. Make the most of your teaching time by finding strategies that will get and maintain your student's attention and prevent problems before they occur. This training is not mandatory, but strongly encouraged. Date TBA - watch the bulletin for more info on this 45 minute training which will be held on a Sunday morning after 9:30 Mass.

See other side for additional MANDATORY information pertaining to RF Credentials required.

Religious Formation Credential Requirements

As per Diocesan policy, for the protection of all children in our parish and also yourself, **ALL adults working with children** in our Diocese **MUST** complete the following four documents/procedures prior to starting:

1) **COMPLETE A DIOCESE OF METUCHEN VOLUNTEER APPLICATION**. All volunteers must complete an application. This document will be used to start a file in the RF office. Those in a teaching role must also complete a Catechist Application.

2) **PROTECTING GOD’S CHILDREN (PGC) TRAINING SESSION – (VIRTUS)**

MANDATORY PRE-REGISTRATION:

1. Go to www.virtus.org
2. Click on “registration”
3. For select organization, choose “Metuchen, NJ”
4. User ID: use your e-mail address
5. Password: anything you choose
6. Answer the questions
7. Click on “I wish to attend a PGC session”. The list of available sessions will come up, and you can find those we are offering at SEAS or at a Parish nearby. If you attend anywhere other than SEAS, you must bring a certificate from that Parish with the name of the location and the date attended.

If you have any questions, or do not have on-line access and are unable to register for the workshop, please contact Helen Schuler in the Religious Formation office (908)284-2929 x1117 or email hschuler@easeton.net.

3) **IdentoGo - MANDATORY FINGERPRINTING/BACKGROUND CHECK**

Diocesan policy **MANDATES** that if you have not previously completed this background check **AND** you will be assisting in any capacity around children, you **MUST** complete the background check and fingerprint process through the IdentoGo Fingerprint Service Code Form by making an online appointment and then completing the online registration and fee payment.

- *The only exception to this rule is if you were previously fingerprinted within the last three years as a VOLUNTEER or EMPLOYEE in the DIOCESE of METUCHEN through MorphoTrak or SagemMorpho, then you do not need to repeat this process.*
- Anyone who continues to be actively involved in a ministry working with children will require a NAME CHECK ONLY (**blue** form SBI212B) every three years. The RF office will notify you when you need to have this form completed.
- SEAS will reimburse the fee for this process when you remit the reimbursement form through the RF office along with a copy of your completed application and receipt.

4) **Code of Pastoral Conduct** - Every adult volunteer must read the Diocese of Metuchen Policy which may be signed out from the RF Office to read and return or you may access the document through our SEAS parish website www.easeton.net and then complete and submit an Acknowledgement of Receipt and Review form to the RF Office.

5) **Catechism of the Catholic Church Training**

Diane Luceri will provide the **mandatory training** class in June for anyone who has not already completed this training. This training is for all roles in the SRF program.

Please contact Gina Perez (gperez@easeton.net) or Helen Schuler (hschuler@easeton.net) in the RF office at 284-2929 x1117 with any questions or concerns regarding any of the above mentioned procedures.