

MANDATORY TRAINING

FOR ALL SRF CATECHISTS (PARENTS)

1. **ALL Parents: General Information Meeting & Material Distribution**
Wednesday, May 22, 2024 ~ 7:00pm-8:00pm - Holy Family Room
Mandatory for all adult participants in the SRF program.
2. **ALL Parents: VIRTUS - Protecting God's Children Workshop & Background Check**
Dates to be announced.
Mandatory ONLY if you did not previously complete this training.
3. **ALL Parents: Catechism of the Catholic Church**
Tuesday, May 14, 2024 ~ 7:00pm-9:00pm – Holy Family Room
Mandatory ONLY if you did not previously complete this training.
4. **ALL Parents: Read Policy and complete Code of Pastoral Conduct Acknowledgement Form**
5. **ALL Parents: Lesson Planning Meetings by Grade Level – Holy Family Room**
Wednesday, June 12, 2024 ~ 7:00-8:00pm ~ All Grades
6. **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:

Thank you for offering your time and talents as a volunteer in our Summer Religious Formation program. The Diocese of Metuchen is in the process of changing the requirements for any adult working with/or around children at St. Elizabeth Ann Seton Parish. **As of May 2023, the following procedures will supersede any prior forms or instructions given to you AS A VOLUNTEER for the 2023/2024 calendar years.**

ONLINE: To sign up for a Virtus - Protecting God's Children workshop, go to www.virtus.org and follow the prompts for a **First-Time Registrant**.

1. Enter a User Name and Password
2. Select "Metuchen" as your location
3. Find an upcoming training date and location, register ASAP

The **Virtus.org** website should continue to prompt you to enter more data:

- General Tab – you provide your personal data and volunteer role at SEAS
- Contact Info - address
- Background Check – Choose **Selection.com** (*do not choose IdentoGo*)
- Required Documents – Complete for our Religious Formation records:
 - the Volunteer Application,
 - if applicable, the Catechist Application,
 - read and sign the Code of Pastoral Conduct Receipt

HARD COPY: Please complete a Catechist Application, a Volunteer Application and a Code of Pastoral Conduct and return them to the RF office for us to set up your RF personnel records. This is in addition to the forms completed online at Virtus!

If you have already completed Virtus PGC training in the past, we will need to reactivate your account. Please email me at hschuler@easeton.net or call and leave a message at (908) 782-1475 x1117 and I will notify the diocese. We will notify you when to complete the required forms on www.virtus.org.

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 May 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.