

**DIOCESE OF JOLIET - COMPLIANCE REQUIREMENTS FOR CLERGY AND ADULT EMPLOYEES**  
(rev June 2021)

VIRTUS Primary Role (every adult user, except for contractors, must have one of the Roles below)	Possible VIRTUS Secondary role	VIRTUS Account	Policy & Standards	CBC (finger- print)	CBC (name based)	PGC	Monthly bulletins	Ack. Form & MRT	Volunteer application
Priest		✓	✓	✓	✓ After 5 yrs.	✓	✓	✓	
Seminarian		✓	✓	✓	✓ After 5 yrs.	✓	✓	✓	
Deacon		✓	✓	✓	✓ After 5 yrs.	✓	✓	✓	
Candidate for ordination - studying to be a permanent deacon		✓	✓	✓	✓ After 5 yrs.	✓	✓	✓	
Educator - salaried teachers, school administrators, and principals		✓	✓	✓	✓ After 5 yrs.	✓	✓	✓	
<b>Employee (Parish/Parochial) - paid for work done at a parish (those who work with minors/vulnerable adults) or school (<u>all</u> school employees)</b>	<b>Employee:</b> After School Staff <b>Employee:</b> High School Coach <b>Employee:</b> Substitute Teacher <b>Employee:</b> Parochial School (paid school employee who does not fall under other listed secondary roles) <b>Employee:</b> Religious Education or Youth Ministry	✓	✓	✓	✓ After 5 yrs.	✓	✓	✓	

VIRTUS Primary Role Cont'd	Possible VIRTUS Secondary role	VIRTUS Account	Policy & Standards	CBC (fingerprint)	CBC (name based)	PGC	Monthly bulletins	Ack. Form & MRT	Volunteer application
Employee (Parish/Parochial) cont'd - paid for work done at a parish (those who work with minors/vulnerable adults) or school ( <u>all</u> school employees)	<b>Employee:</b> Musician (if working with minors/vulnerable adults)	✓	✓	✓	✓ After 5 yrs.	✓	✓	✓	
Employee (Parish/Parochial) - paid for work done at a parish who do not work with minors/vulnerable adults	<b>Employee:</b> Musician (if not working with minors/vulnerable adults)	✓	✓	✓	✓ After 5 yrs.	✓	✓		
Employee (Diocesan/Eparchial) - Paid for work done at diocesan office/agency (i.e., Blanchette Catholic Center) who do not work with minors/vulnerable adults		✓	✓	✓	✓ After 5 yrs.	✓	✓		

**DIOCESE OF JOLIET - COMPLIANCE REQUIREMENTS FOR ADULT VOLUNTEERS**  
(rev June 2021)

VIRTUS Primary Role Cont'd	Possible VIRTUS Secondary role	VIRTUS Account	Policy & Standards	CBC (Finger-print)	CBC (name based)	PGC	Monthly bulletins	Ack. Form & MRT	Volunteer application
Volunteer – school board members	<b>Volunteer:</b> School board member	✓	✓		✓	✓		✓	
Volunteer - persons not paid for work at parish or school in <i>repetitive role</i>	<b>Volunteer:</b> Coach <b>Volunteer:</b> Scout Leader <b>Volunteer:</b> Religious Education or Youth Ministry (includes catechists, chaperones for mission trips, adult peer leaders)	✓	✓		✓	✓		✓	✓
Volunteer - persons not paid for work at parish or school in <i>non-repetitive role</i> (i.e., field trip chaperone)	<b>Volunteer:</b> Parochial School <b>Volunteer:</b> Parish	✓	✓		✓	✓			

**COMPLIANCE REQUIREMENTS FOR HIGH SCHOOL STUDENTS**  
(under the age of 18) WHO SERVE AS VOLUNTEERS  
(rev June 2021)

VIRTUS Role	VIRTUS Account	Healthy Relationships 2.0	Volunteer application
<b>Volunteer:</b> Parish <b>Volunteer:</b> Parochial School	✓	✓	✓

**NOTES:**

**VIRTUS Account** - must register for VIRTUS account before ministering/employment/volunteering at <http://www.virtusonline.org>

**Policy & Standards** - [Diocese of Joliet Pastoral Policy Regarding Sexual Abuse of Minors \(revised 2013\)](#), [Diocese of Joliet Standards of Behavior to Safeguard Against Child Abuse](#), and the [Acknowledgement](#) for both documents – must review before ministering/employment/volunteering

→ Will be prompted to complete via VIRTUS

**CBC (fingerprint)** – Criminal Background Check done via fingerprinting through Accurate Biometrics – must submit to before ministering/employment

→ Instructions will be provided by respective local administrator

→ After 5 years, must submit to name-based background check

❖ Will be prompted to complete background check release form via VIRTUS

**CBC (name based)** – Criminal Background Check done via name-based background check through Selection.com Fastrax prior to volunteering

→ Will be prompted to complete background check release form via VIRTUS

**PGC** – VIRTUS Protecting God’s Children (PGC) for Adults training – must take before ministering/employment/volunteering

→ Will be prompted to sign up for a workshop via VIRTUS (if you have not already taken a PGC training)

**Monthly bulletins** - VIRTUS monthly bulletins – must read post ministering/employment

→ Will be prompted to read bulletins via VIRTUS

**Ack. Form (Acknowledgement of Mandated Reporter Status) & MRT (Mandated Reporter Training)** –

Illinois Department of Children and Family Services Acknowledgement of Mandated Reporter Status (form for clergy is [CANTS 22A](#); form for laity is [CANTS 22](#)) – must read and sign before service

→ Will be prompted to complete via VIRTUS

→ Print out signed acknowledgement and provide a copy to your local administrator

Illinois Department of Children and Family Services Mandated Reporter Training (**MRT**) – must take within 3 months of service and re-certification training every 3 years thereafter

→ Will be prompted to complete via VIRTUS

→ Print out certificate post training and provide a copy to your local administrator

**Adult Volunteer Application – must complete before volunteering**

For those adults serving in repetitive roles with minors and/or vulnerable adults (i.e., catechists, non-paid youth ministers, lunch monitors, recess monitors, before/after school care, student clubs, STEM) – [Adult Volunteer Application](#)

- ➔ Form will be provided by local administrator or volunteer coordinator at the parish, school, or agency at which you wish to provide volunteer services: Adult Volunteer Application
- ➔ Must complete before volunteering

**Minor Volunteer Application – must complete before volunteering**

For high school students (under the age of 18) who serve as volunteers – [Application Form for Minors Serving as Volunteers](#)

- ➔ Form will be provided by local administrator or leader of parish program for which user is volunteering: Minor Volunteer Application
- ➔ Includes instruction by staff/adults of the content of Diocese of Joliet’s Standards of Behavior for Those Working with Minors

**Healthy Relationships 2.0** – VIRTUS Healthy Relationships for Teens 2.0 – for high school students (under the age of 18) who serve as volunteers - must take before volunteering

- ➔ Will be prompted to sign up for this online training via VIRTUS

**Once a high school student serving as a volunteer turns 18, the VIRTUS system will automatically prompt him/her to complete compliance requirements for an adult.**

**When a VIRTUS user, adult or minor, concludes his or her service at a particular site, either the user or the local administrator must go to that user’s VIRTUS account to the “Roles” box and enter the “End” date for the respective site.**