

**MATRIX
BACKGROUND SCREENING/VIRTUS TRAINING**

GUIDELINES

	Background Screening Application	Abuse Registry Form	Code of Conduct Acknowledgement	VIRTUS Training Required	VIRTUS Continued Training Required	Vulnerable Adults Training
Camp: Cooks	Y	Y	Y	Y	N	
Camp: Counselors (STM) <18 yrs (Minor 15-17 year olds)	N	N	Y	Y(Teen Training)	N	
Camp: Counselors (STM) >18 yrs	Y	Y	Y	Y	N	
Camp: Directors	Y	Y	Y	Y	Y	
Camp: Staff	Y	Y	Y	Y	Y	
Campus Ministers	Y	Y	Y	Y	Y	
Catholic Charities: Staff	Y	Y	Y	Y	Y	
Catholic Charities: Volunteers	Y	Y	Y	Y	N	
Chaperones: Daytime events	No requirements					
Chaperones: Overnight events	Y	Y	Y	Y	N	
Child Care Director	Y	Y	Y	Y	Y	
Child Care provider	Y	Y	Y	Y	Y	
Coaches: Paid	Y	Y	Y	Y	Y	
Coaches: Volunteer	Y	Y	Y	Y	Y	
Deacons	Y	Y	Y	Y	Y	
Deacon spouse	Y	Y	Y	Y	Y	
Diaconate	Y	Y	Y	Y	Y	
Diaconate spouse	Y	Y	Y	Y	Y	
Diocesan Staff: All other	Y	Y	Y	Y	N	
Diocesan Staff: Contact w/ children	Y	Y	Y	Y	Y	
Diocesan Staff: Dept Directors	Y	Y	Y	Y	Y	
Generations of Faith Leader, RCIA Coordinator	Y	Y	Y	Y	N	
Parish Staff: Business Manager, Office Manager	Y	Y	Y	Y	Y	
Parish Staff: Director of Parish Life	Y	Y	Y	Y	Y	
Parish Staff: Maintenance/Custodian/Janitor	Y	Y	Y	Y	N	
Parish Staff: Secretary, Bookkeeper	Y	Y	Y	Y	N	
Parish Staff or Volunteer: DRE, Catechetical Leaders	Y	Y	Y	Y	Y	
Parish Staff or Volunteer: Youth Minister Director	Y	Y	Y	Y	Y	
Parish Staff or Volunteer: Music Ministers (involving youth)	Y	Y	Y	Y	N	
Parish Staff or Volunteer: Advocate for Disability Inclusion	Y	Y	Y	Y	Y	Y
Parish Staff (Minor 15-17 year olds)	N	N	Y	Y(Teen Training)	N	

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GUIDELINES

	Background Screening Application	Child Abuse Registry Form	Code of Conduct Acknowledgement	VIRTUS Training Required	VIRTUS Continued Training Required
Parish Volunteer: Catechist, CCD, RE Teacher, Faith Formation	Y	Y	Y	Y	N
Parish Volunteer: Student helper for RE <18 yrs (Minor 15- 17 years old)	N	N	Y	Y(Teen Training)	N
Parish Volunteer: Vacation Bible School	Y	Y	Y	Y	N
Parish Volunteer: Vacation Bible School students helpers < 18 (Minors 15-17 years old)	N	N	Y	Y(teen Training)	N
Parish Volunteer: Youth Ministry	Y	Y	Y	Y	N
Parish Volunteer: Prayer/Healing Team Member	Y	Y	Y	Y	N
Parish Volunteer: Prayer/Healing Team Leader	Y	Y	Y	Y	Y
Pastoral Associates/Ministers	Y	Y	Y	Y	Y
Pre-school teachers	Y	Y	Y	Y	Y
Priests	Y	Y	Y	Y	Y
School Staff: Activity Sponsors: Paid	Y	Y	Y	Y	Y
School Staff: Activity Sponsors: Volunteer	Y	Y	Y	Y	Y
School Staff: Administration	Y	Y	Y	Y	Y
School Staff or Volunteer: Athletic/activities directors & athletic trainers, All coaches	Y	Y	Y	Y	Y
School Staff: Bus Drivers	Y	Y	Y	Y	Y
School Staff: Business Manager, Office Manager, Bookkeeper	Y	Y	Y	Y	Y
School Staff: Lunchroom/Crossing Guards	Y	Y	Y	Y	Y
School Staff: Maintenance/Custodian/Janitor	Y	Y	Y	Y	Y
School Staff: Secretary	Y	Y	Y	Y	Y
School Staff: Substitute Teachers	Y	Y	Y	Y	Y
School Staff: Teacher Associate/Aides	Y	Y	Y	Y	Y
School Staff: Teacher, Counselor, Media Specialist	Y	Y	Y	Y	Y
School Staff: Employed by others (school nurse)	Y	Y	Y	Y	Y
School Staff: Employed by others (Title 1 teacher)	Y	Y	Y	Y	Y
School Staff (Minor)	N	N	Y	Y(Teen Training)	N
School Staff: All Other	Y	Y	Y	Y	Y
School Volunteer: Hall Monitors	Y	Y	Y	Y	Y
School Volunteer: Lunchroom	Y	Y	Y	Y	Y
School Volunteers	Y	Y	Y	Y	Y
School Volunteers (Minor)	N	N	Y	Y(Teen Training)	N
School: Parent/Respite Worker	No requirements				
Scout leaders: Church sponsored	Y	Y	Y	Y	N
Scoutmasters: Church sponsored	Y	Y	Y	Y	Y
Seminarians	Y	Y	Y	Y	Y

11/07/2024

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