



Archdiocese of Washington

CHILD PROTECTION POLICY

for St. Mary of the Mills Catholic Church & School VOLUNTEERS

Volunteers and employees of St. Mary of the Mills Catholic Church and School, its organizations and ministries who are 18 and older, employed or volunteering in a ministry or organization with children or youth, must be compliant with the Archdiocese of Washington Child Protection Policy before starting employment or volunteer services.

St. Mary of the Mills School parents, grandparents, or other caregivers who hope to volunteer, chaperone, or participate in any classroom or school activities with children must be in full compliance with the Archdiocesan Child Protection Policy. The process must be completed and registered before volunteering and may take up to one month for completion.

The Policy requires:

- participation in a Protecting God's Children class
- submitting a volunteer application
- fingerprinting
- signing a Policy Acknowledgement statement.

If you are not already in compliance with the ADW policy but expect to volunteer this fall, please make every effort to begin this process in July 2023.

Please contact St. Mary of the Mills Child Protection Compliance Coordinator, Gretchen Magno, with any questions or concerns:
gmagno@stmaryofthemills.org or 301-725-3080 ext. 215

St. Mary of the Mills
ADW Child Protection Policy Instructions for VOLUNTEERS

All steps towards compliance with the Archdiocese of Washington's Child Protection Policy must be complete and results posted to the Virtus system before volunteers or employees may begin volunteering/working. All clergy, religious, seminarians, and employees must be in full compliance with the Archdiocese of Washington's Child Protection Policy. All volunteers, age 18 and over, who volunteer in our school or daycare and/or who have contact with children in which the duration and scope in both time and exposure to children is not incidental or limited and which may occur either sporadically or on a routine and/or ongoing basis must be in full compliance with the Archdiocese of Washington's Child Protection Policy.

1. Create an account at www.virtus.org.
 - a. Use your full legal name which matches your government issued identification.
 - b. Select the Diocese of Washington, DC as the diocese.
 - c. Select St. Mary of the Mills #314 as your primary serving location.
 - d. Download, read, then electronically sign the Pastoral Code of Conduct.
 - e. Follow all other prompts during account creation.
 - f. Select a Protecting God's Children training session. These are virtual meetings.
Login information will be sent the evening before your registered class.
2. Complete the Volunteer Application <https://adw.org/wp-content/uploads/sites/2/2019/08/Appendix-C-VOLUNTEER-APPLICATION.pdf>.
3. Submit complete application and a copy of your valid driver's license or US passport electronically or deliver printed copies to the parish office.
4. Once you have created your Virtus account and scheduled your training, you will receive an email from the parish office with fingerprinting instructions/documents.
5. Complete the LiveScan Pre-Registration application received through the parish office.
6. Take the LiveScan Pre-Registration application, your Fingerprint Authorization Form, and your photo identification to The Training Point for fingerprinting.
7. Following fingerprinting, submit the receipt to the parish office.
8. Following the Protecting God's Children class, submit the Policy Booklet Acknowledgement Form, Appendix E, page 56 of the Policy Booklet to the parish office.

Documentation and questions should be directed to Gretchen Magno, Child Protection Compliance Coordinator at gmagno@stmaryofthemills.org or 301-725-3080 x215.

Updated May 2023