

Instructions for Completing the Safe Environment Process

The program requires four things of you; Screening, Training, Understanding of Guidelines and Code of Conduct for Ministers, and a Personal Interview.

What to do:

Screening Process: This process enables us to include you as a participant in the Safe Environment Program. The *Screening Form* collects certain information used to determine your identity and history.

Go to <https://dallas.setanet.org/screening.php> and complete the Screening Form completely.

The screening form has three parts:

1. Personal data
2. Personal Reference information
3. Permission for us to conduct a personal Criminal Background Check (CBC).

Training: There are two components to this; *initial training* in the form of the *Family of Faith* training class (a face-to-face class), and *annual retraining*, which may be completed either in a face-to-face class, or online. Classes are offered at St. Joseph as need arises. Please consult the bulletin and the Safe Environment section of the Church website for schedules. You may find class schedules at other locations in the diocese by visiting: <http://dallas.setanet.org/classes.php>

Guidelines: Please go to the following two web pages and read the necessary guidelines:

1. Policy on Sexual Misconduct: <http://www.cathdal.org/files/SMP.pdf>
2. Diocesan Safe Environment Program Document:
<http://www.stjosephcc.net/stjodnn/Portals/0/DiocesanSafeEnvironmentProgram.pdf>

Upon completing the required *Guidelines* reading:

1. Please go to the following webpage and print it out:
<http://www.stjosephcc.net/stjodnn/Portals/0/AcknowledgementForm.pdf>
2. Execute the form and return it to Deacon Randy at the Church Office.

Personal Interview: All participants are required to take part in a personal interview. The Personal Interview form may be found at: <http://www.stjosephcc.net/stjodnn/Portals/0/InterviewForm.pdf>. Please print out the form, complete it and forward it to the Director-Safe Environment at the Church Office. Scheduling for this portion of the process will be communicated to you in the future.

*Please note that persons who commence this ministry prior to January 2003 are exempt from this portion of the process.

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*NOTE: **If you are unable to use the internet**, please contact Deacon Randy, at 972-231-2951, and he will provide you with a manual Screening Form to fill out.