

PARISH WORKSHEET

2023-2024 Safe Environment Survey for the USCCB Audit

Please keep Parish and School Survey Data Separate

Diocese of Green Bay Office of Safe Environment Department
Questions contact Deb Knaus at dknaus@gbdioc.org or 920-272-8198

*Please complete online the Safe Environment Survey and submit no later than Friday **May 17, 2024**. Data is for the 2023-2024 audit year. (July 1, 2023- June 30, 2024)*

1. VIRTUS TRAINING:

Training for Parish Employees – **paid persons (other than priests, and deacons)** who are employed by and work directly for parishes such as parish leaders, parish ministry leaders, parish support staff, rectory personnel, cemetery, etc.

All paid parish employees regardless of how many hours a week/month they work. If a person is on the parish payroll they are considered an employee.

All parish employees are required to complete the VIRTUS “Protecting God’s Children” Adult Awareness Training regardless of position or job title, prior to the first day of employment.

Total Parish Employees	Number of Parish Employees VIRTUS Trained

Training for all Parish Volunteers overseeing minors (under age 18).

Total Parish Volunteers are all Parish Volunteers who have had any contact overseeing minors in the current audit year. (July 1, 2023- June 30, 2024)

All Parish volunteers who have contact overseeing minors (under age 18) as part of their volunteer duties, are required to complete the VIRTUS “Protecting God’s Children” Adult Awareness Training prior to any volunteer duties.

Total Parish Volunteers	Number of these Parish Volunteers who are VIRTUS Trained

PLEASE NOTE- an explanation must be submitted for any differences from total numbers to VIRTUS trained numbers.

You must submit with your signed Signature Page a spreadsheet of people counted under VIRTUS Total Employees and VIRTUS Total Volunteers showing a verified VIRTUS trained date.

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2. BACKGROUND CHECKS:

All Parish employees are required to have a Diocese of Green Bay approved background check prior to the first day of employment.

Background Checks for Parish Employees – paid persons (other than priests, and deacons) who are employed by and work directly for parishes such as pastoral leaders, parish ministry leaders, parish support staff, rectory personnel, cemetery, etc.

All paid Parish employees regardless of how many hours a week/month they work. If a person is on the parish payroll they are considered an employee.

All Parish employees are required to have a Diocese of Green Bay approved background check, regardless of position or job title, prior to confirmation of employment.

Total Parish Employees	Number of Parish Employees with a Diocese of Green Bay Approved Background Check

Background Checks for Parish Volunteers overseeing minors (under age 18).

Total Parish Volunteers are all Parish Volunteers who have had contact overseeing minors (under age 18) in the current audit year. (July 1, 2023- June 30, 2024)

All Parish volunteers who have contact overseeing minors (under age 18) as part of their volunteer duties are required to have a Diocese of Green Bay approved background check prior to volunteering.

Total Parish Volunteers	Number of Parish Volunteers with a Diocese of Green Bay Approved Background Check

PLEASE NOTE- an explanation must be submitted for any differences from Total numbers to Background Checked numbers.

You must submit with your signed Signature Page a spreadsheet of people counted under Background Checked Total Employees and Background Checked Total Volunteers showing a verified, completed and approved background check.

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3. REPORTING ABUSE:

Parish Employees and Parish Volunteers are to be informed at least yearly of how to report an incident or suspicion of abuse:

Parish Employees	Parish Volunteers
Date(s) information was reviewed, posted, sent, etc.:	Date(s) information was reviewed, posted, sent, etc.:

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4. SAFE ENVIRONMENT TRAINING FOR CHILDREN:

The Diocese of Green Bay requires that religious education programs devote at least one (1) hour class to Safe Environment Training for Children.

Date(s) curriculum presented: _____

Program(s) needs to be kept on file at the parish.

Is the program(s) kept on file?

YES

NO

(A) Total Children Enrolled	(B) Number of Children Trained and were physically present at the session(s)	(C) Number of Children Absent for Training and materials sent home	(D) Number of Children Opted Out (if any)

The Total Children Enrolled = The Number of Children Trained + The Number of Children Absent + the Number of Children Opted Out.

Please note Column (A) must be the same number as column (B), (C) and (D) combined. If not, an explanation must be submitted explaining why.

The Opt Out form is used to substantiate that all children in a program are accounted for regarding Safe Environment Training, that such training has been offered to them and that the parent(s)/guardian(s) chose to decline it. The annual USCCB Audit requires an Opt Out form for every child whose parent(s)/guardian(s) decline to have their child attend Safe Environment Training provided by the parish.

The parent(s)/guardian(s) of the child completes the form and returns it to the parish office. This form is to remain in the child's permanent religious education file.

A Copy of the Opt Out form must be forwarded to the Office of Safe Environment.

Office of Safe Environment
P.O. Box 23825
Green Bay, WI 54305-3825

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SIGNATURE PAGE

Once the information has been compiled and updated online, both the person(s) responsible for completing the survey and the Pastor, Pastoral Leader, or Deacon, responsible for reviewing the survey, must sign below and send the Signature Page to the Office of Safe Environment along with the spreadsheet of employees and volunteers reflected in the numbers reported under VIRTUS and Background Check.

Office of Safe Environment
P.O. Box 23825
Green Bay, WI 54305-3825

Parish(s) Name: _____ Location(s) _____

I, the undersigned person(s) completing this Survey, attest that the data provided has been validated and is accurate to the best of my knowledge.

Signature(s): _____ Date: _____

Signature(s): _____ Date: _____

Printed Name(s): _____ Phone: _____

Printed Name(s): _____ Phone: _____

My signature as Pastor, Pastoral Leader or Deacon acknowledges that I have reviewed the information provided and I am in agreement that the Survey information presented is accurate to the best of my knowledge.

Signature: _____ Date: _____

Printed Name: _____ Phone: _____

THANK YOU FOR ALL YOUR HELP IN MAKING THIS A SUCCESSFUL AUDIT!