

DIOCESE OF MADISON
BISHOP O'CONNOR CATHOLIC PASTORAL CENTER

702 South High Point Road
P.O. Box 44983
Madison, WI 53744-4983

Office of Safe Environment
608/821-3133
Fax: 608/821-3013

To: Safe Environment Staff
From: The Safe Environment Office

My continued thanks goes out to all who have generously given their time and energy in returning forms and the required information that was needed for the 2007/2008 audit. With your help and dedication the process for collecting and providing this information to the auditors was made more manageable & less stressful.

Because we are now using the Diocese of Madison Website at www.madisondiocese.org as our primary communication source we will no longer be using the Safe Environment Conference folder for Coordinators and Facilitators through the First Class Communication System. All forms, bulletins and updates will be posted on the Diocese of Madison Website on the Safe Environment Webpage. The easiest way to access the Safe Environment Webpage from the Madison Website is by clicking onto the Office of Safe Environment icon located on the upper left hand side of the first page on the Website (diagram included in mailing.) **You will need to access the system on a regular basis to check for new postings and updates.** Due to the rising cost of postage, we will do mailings on a very limited basis.

If your contact information (phone, email address etc.) changes or if someone else replaces you in your position with Safe Environment, please send us the new coordinator's information so we can update our database. The coordinator information form can be found on the Safe Environment webpage. If you're a new coordinator and would like some additional guidance/training on forms please call Cheryl in the Safe Environment office at 821-3016 or email cheryl.splinter@straphael.org.

Enclosed I have provided several updated forms that should be used in place of the old ones. Although some of the revised forms were mailed to you last February, many coordinators are still sending in the old forms. You can find the revised forms on the Diocese of Madison Website on the Safe Environment Webpage. Below I have provided information and changes concerning some of the forms we use. We are always conscience of the hard work and time you put into providing us with this information, so we try diligently to simplify and streamline this process as much as possible for you.

Compliance Details Report
(Compliance Details Reports will be mailed out in September 2008 and in March 2009.)

When you review your parish/school compliance details report, please pay particular attention to the following two items:

1. All question marks.
2. All names of individuals who may be inactive.

A computer generated question mark means that this individual may be missing one or all of the following.
(SRA) Statement of Receipt and Agreement
(BC) Background Check
(DC) Drivers Check
(CC) Credit Check
Virtus training

Every question mark must be resolved to be in compliance.

If you are mailing paperwork to individuals who need to be in compliance, please note the date you mailed the information next to the person's name. Likewise, if someone is inactive, please write inactive by their name. If necessary you may write your own response to the report to note any further discrepancies in greater detail. However, responding directly on the report you receive from our office is the most accurate way to provide us with the updated information that we will be entering into our database. This information is used to generate the report that is reviewed by the auditors. If you send in a compliance report without answering all the question marks, then Valerie will need to call you to get the information. Please pay close attention to this report to save yourself and Safe Environment precious time.

Background Investigation Authorization Form

(Revised form was mailed out last February)

The form:

- Must have Social Security number;
- Needs be legible or the form will be sent back to you for clarification;
- Must have the name and location of the parish or school requesting the information for filing and billing purposes; and
- Should be sent to the Office of Safe Environment stapled to the individuals' Statement of Receipt and Agreement Form.

***Many of you have asked about the five year recheck for background investigation authorizations. At this time we will not be redoing background checks every five years. However, a new authorization will be done when someone has been inactive for over a year or if the pastor feels there is a need to redo a specific check.**

Statement of Receipt and Agreement Form (SRA)

The form:

- Needs to be sent to the Office of Safe Environment; and
- when applicable, needs to be stapled to the volunteer/employee background check form before mailing to the Office of Safe Environment.

Children's Curriculum Form

(Revised Form) Please mail this form to Safe Environment by **November 21, 2008**.

- The week of November 2-8, 2008 has been proclaimed by Bishop Robert Morlino as Safe Environment Education Week for Children throughout the Diocese of Madison.
- During the week of November 2-8, every diocesan school and parish religious education program in the Diocese of Madison will provide learning opportunities for their students regarding safe environment lessons that are found in the program "Valuing God's Gifts in Ourselves and Others" which was promulgated on July 16, 2007, as the Diocese of Madison's official instrument For providing education and training, about ways to make and maintain a safe environment for Children. Every parish and school was provided with a complete copy of the program at last years Safe Environment In-Service Workshops. The curriculum is also accessible through the Diocese of Madison Website on the Office of Safe Environment Webpage where duplication of lesson plans can be made.
- The Children's Curriculum Form needs to be filled out by each individual parish or school even when the parishes are linked. Auditors will not accept forms with combined information. Forms with combined information will be sent back to the parish or school. **Mail completed form to Safe Environment by November 21, 2008.**
- Safe Environment no longer needs to report the number of students that opt out of the program. The revised form no longer includes that column. Parents still have the option to teach this information to their children if they so desire. The "Opt Out Process" should still be followed and a copy of the Opt Out Form should be filed with the parish when a parent indicates that they do not want their child (ren) to participate in the program. If a parent does not wish to fill out the Opt Out Form the absence of the child from class will be taken as a confirmation that the parent has opted out. If the parent does wish to have the child taught the program but the child is absent due to illness, it becomes the parent's responsibility to notify the school.

Parent statistics form

If possible, please send this form in with the Children's Curriculum form that is due on November 21, 2008 to the Office of Safe Environment.

- Form needs to be filled out for each individual parish even when the parishes are linked. Auditors will not accept forms with combined information. Forms with combined information will be sent back to the parish or school for corrections.
- For convenience sake the required parent information can be provided to parents the same week you present the Children's Curriculum on Nov. 2 – 8th. You can provide the materials to the parents in the form of a newsletter or bulletin and mail it along with the Children's Curriculum parent letter and opt out form.
- An easy way to educate parents is to download a current article from the Virtus Website or use information from the Safe Environment Webpage. These articles can be included in your parish newsletter, bulletin or made available at parent gatherings.
- *** Please send us a copy of the information you send out to parents (bulletin, newsletter etc.) so we can document the materials for the audit.**

Form for Pastors

(Revised form) Please send this form to the Safe Environment Office by **August 29, 2008**.

This form was sent to your pastor in a mailing in mid July. Please have your pastor send this form to the Office of Safe Environment by August 29th. I provided you with a copy of the form in this mailing in case your pastor's copy has been misplaced. The revised form no longer requires the Safe Environment Coordinator's signature.

Our next Facilitators training will be on September 29, 2008 at the Bishop O'Connor Catholic Pastoral Center from 1:30pm – 4:30pm. You only need to attend a Facilitators training once. All newly hired Principles, DRE's, CRE's, ARE's, Youth Ministers and Directors of Day Care as well as those who may have missed this training when they were hired, need to attend. Please bring with you your parish Protecting God's Children Manual. You will need the manual to follow along with the rest of the class. The session will be posted on the Virtus system so everyone can register ahead of time. You will also need to attend a Virtus for Adults training session prior to attending the Facilitator's training. If you have any questions please contact Valerie Bennett in the Safe Environment office at 821-3133 or email her at valerie.bennett@straphael.org.

I would like to thank you again for your dedication and unending patience in collecting the required information and filling out forms for the Safe Environment Office. Our office knows how difficult collecting this information can be, so we ask that you follow the above deadlines for the return of these forms to our office. If we collect forms throughout the year, including the compliance report, the process is less complicated at the end of the year when the audit is due. I hope the information provided will help organize your Safe Environment calendar and make your work load easier for the upcoming academic year.

God bless you for all you do to make a safe environment for our children.

Sincerely,



Cheryl Splinter
Administrator for the Office of Safe Environment

Enclosures: Forms (8); Scout Units Letter (1); Computer Diagram (1)

**Children's Curriculum for Safe Environment
Program Report Form
Academic Year July 2008- June 2009**

(Form must be filled out by each individual parish even if the parish is linked. Auditors will not accept forms with combined information. Forms with combined information will be sent back to the parish/school to be corrected).

Name of Parish: _____ City: _____

Name of Person filing Report: _____

Title/Position: _____ Phone: _____

Report is for: _____ Parish Catechetical Program _____ Parish School

Grade	Number of students enrolled	Number of students present	Date presented
Kindergarten			
1 st Grade			
2 nd Grade			
3 rd Grade			
4 th Grade			
5 th Grade			
6 th Grade			
7 th Grade			
8 th Grade			
9 th Grade			
10 th Grade			
Total			

Report form may be downloaded from the Diocese of Madison website on the Safe Environment webpage and filled out electronically. That saved document may be sent as an attachment to: ose@straphael.org

For submission of hard copies of this completed report:

Mail to: Office of Safe Environment
Attn: Valerie Bennett
Diocese of Madison
P.O. Box 44983
Madison, WI 53744-4983

Fax to: 608-821-3013

**Parent Statistics Form
July 2008 – June 2009**

(Form must be filled out by each individual parish even if the parish is linked. Auditors will not accept forms with combined information. Forms with combined information will be sent back to the parish to be corrected).

Parish _____ City _____

Total number of Parents trained 2008-2009 _____

Please check whichever applies

___ Protecting God's Children **for Parents** workshops (not the one for volunteers)

___ Take home parent packets of materials

___ Newsletter

___ Parish bulletin

___ Speaker

Name _____ Date _____

___ Other (explain)

***Send a copy of the information you send to parents (bulletin, newsletter etc.)
to the Safe Environment Office, so we can document for the audit.**

Name of Parish Safe Environment Coordinator _____

Date _____

Return form to: Office of Safe Environment

Attn: Valerie Bennett
Diocese of Madison
PO Box 44983
Madison, WI 53744-4983
Fax: 821-3013



Office of Safe Environment
Diocese of Madison

Dear Bishop Morlino,

I hereby affirm that the following educational programs about ways to make and maintain a safe environment for children and young people will be offered for the people of this parish in the year spanning July 1, 2008 to June 30, 2009:

For employees and volunteers who work with children:

*Protecting God's Children for Adults*TM (Virtus®)

For parents to protect and educate their own children (either)

- *Protecting God's Children for Parents*TM (Virtus®)
- Distribution of equivalent parent information packets

For children and young people:

Valuing God's Gifts in Ourselves and Others (Diocesan curriculum)

Name of Parish(es)/school

City

Name of pastor or administrator (please print)

Signature

Date

Background Investigation Authorization

For Employees and Applicants for Employment

I authorize the Roman Catholic Diocese of Madison ("the Diocese") and/or Fidelitec, LLC, to investigate all statements contained in my application for employment and retrieve information relating to my past activities for purposes of such investigation from all relevant individuals and organizations, including but not limited to personnel, government agencies, companies, law enforcement agencies, and consumer reporting agencies, to supply any and all information concerning my background, and release the same from any liability resulting from providing such information. The information received may include, but is not limited to, employment, academic, residential, motor vehicle, consumer credit when credit checks are required, and criminal records. I understand that I have the right to request additional information about these inquiries and any subsequent reference reports. This additional information will be provided to me upon written request to Fidelitec, LLC, 245 Horizon Drive, Suite 107, Verona, WI 53593.

I hereby certify that all the statements and answers contained in my application for employment and on this form are true and complete to the best of my knowledge, and I understand that any false statements and/or answers or omissions of information contained in my application for employment and on this form will be sufficient cause for cancellation of my consideration for employment, or dismissal if I have already been employed. I understand that by furnishing my birth date below, the Diocese and/or Fidelitec, LLC, are using that information for the sole purpose of verifying identification as part of the criminal records check, and the birth date is not part of my application for employment. I release all parties from all liability for any damage that may result from furnishing information, including this disclosure of my date of birth and this authorization to the Diocese and/or Fidelitec, LLC.

I authorize that a photocopy or fax of this authorization be accepted with the same authority as the original, and that this authorization be ineffect throughout my candidacy for employment and, if employed by the Diocese, this authorization remain in effect throughout my employment.

Job Title:	
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Motor Vehicle Records Check Required - Enter Driver License Number

Driver's License No:		State:	
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Credit Check

Required	SSN:
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***Type or Print Clearly Full Legal Name**

(Full) First Name	Middle Name (Do not use initial)	Last Name	Date of Birth MM/DD/YYYY

Street Address	City	State	Zip

Employee Signature

Date

Name and Location of Parish/School Requesting Background Check

Background Investigation Authorization

For Volunteers

I authorize the Roman Catholic Diocese of Madison ("the Diocese") and/or Fidelitec, LLC, to investigate all statements contained in my application for volunteer service and retrieve information relating to my past activities for purposes of such investigation from all relevant individuals and organizations, including but not limited to personnel, government agencies, companies, law enforcement agencies, and consumer reporting agencies, to supply any and all information concerning my background, and release the same from any liability resulting from providing such information. The information received may include, but is not limited to, employment, residential, motor vehicle, consumer credit when credit checks are required, and criminal records. I understand that I have the right to request additional information about these inquiries and any subsequent reference reports. This additional information will be provided to me upon written request to Fidelitec, LLC, 245 Horizon Drive, Suite 107, Verona, WI 53593.

I hereby certify that all the statements and answers contained in my application for volunteer service and on this form are true and complete to the best of my knowledge, and I understand that any false statements and/or answers or omissions of information contained in my application and on this form will be sufficient cause for cancellation of my consideration for volunteer service, or dismissal if I have already begun service. I understand that by furnishing my birth date below, the Diocese and/or Fidelitec, LLC, are using that information for the sole purpose of verifying identification as part of the criminal records check, and the birth date is not part of my application for volunteer service. I release all parties from all liability for any damage that may result from furnishing information, including this disclosure of my date of birth and this authorization to the Diocese and/or Fidelitec, LLC. **I authorize that a photocopy or fax of this authorization be accepted with the same authority as the original, and that this authorization be in effect throughout my service as a volunteer.**

Volunteer Activity:	
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Motor Vehicle Records Check Required - Enter Driver License Number

Driver's License No:		State:	
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Credit Check

Required	SSN:
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***Type or Print Clearly Full Legal Name**

(Full) First Name	Middle Name (Do not us initial)	Last Name	Date of Birth MM/DD/YYYY

Street Address	City	State	Zip

Signature of Volunteer

Date

Signature of Safe Environment Coordinator

Date

Name and Location of Parish/School Requesting Background Check

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Autorización de investigación de antecedentes para voluntarios

Autorizo a la Diócesis Católica Romana de Madison ("la Diócesis") y/o a Fidelitec, LLC para que investiguen todas las declaraciones contenidas en mi solicitud de servicio voluntario y para que obtengan información relacionada con mis actividades previas para los propósitos de dicha investigación de todos los individuos y organizaciones relevantes, incluyendo pero no limitándose a personal, agencias del gobierno, empresas, agencias de aplicación de la ley y agencias de informes del consumidor, para que proporcionen cualquier y toda la información que concierne a mi investigación, y libero a los mismos de cualquier responsabilidad derivada de proporcionar dicha información. La información recibida puede incluir pero no se limita a información de empleo, residencia, conducción, crédito del consumidor cuando se requieren comprobaciones del crédito, y antecedentes criminales. Entiendo que tengo el derecho de requerir información adicional sobre estas investigaciones y sobre cualquier informe de referencia consiguiente. Esta información adicional se me proporcionará previa petición por escrito a Fidelitec, LLC, 245 Horizon Drive, Suite 107, Madison, WI 53593.

Por la presente certifico que todas las declaraciones y respuestas contenidas en mi solicitud de servicio voluntario y en este formulario son verdaderas y completas según mi entender, y entiendo que cualquier declaración y/o respuesta falsa o cualquier omisión de información contenida en mi solicitud y en este formulario serán causa suficiente para la cancelación de mi consideración para servicio voluntario o para mi despido si ya he comenzado mi servicio. Entiendo que al proporcionar mi fecha de nacimiento más abajo la Diócesis y/o Fidelitec, LLC están usando dicha información para el solo propósito de verificar mi identificación como parte de la comprobación de antecedentes criminales, y la fecha de nacimiento no es parte de mi solicitud de servicio voluntario. Libero a todas las partes de toda responsabilidad por cualquier daño que pueda resultar de proporcionar información, incluyendo esta revelación de mi fecha de nacimiento y esta autorización, a la Diócesis y/o a Fidelitec, LLC. ***Doyle mi autorización para que una fotocopia o fax de esta autorización sea aceptada con la misma autoridad que el original, y para que esta autorización esté en efecto a lo largo de mi servicio como voluntario.***

Actividad del voluntario:	
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Se requiere comprobación de historial de conducción – Introduzca el número de la licencia de manejar

Nº de licencia de manejar:		Estado:	
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Comprobación de crédito

Se Requiere Número Seguro Social:	
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Escriba a máquina o con letra de imprenta el nombre legal completo
(Nombre, Segundo nombre, Apellido)

Fecha de nacimiento
MM/DD/AAAA

Domicilio	Ciudad	Estado	Código postal

Firma del voluntario

Fecha

Firma del Coordinador de Ambiente Seguro

Fecha

Nombre y localización de la parroquia/escuela que requiere la comprobación de antecedentes

Statement of Receipt and Agreement

*By signing this statement, I acknowledge that I have received the document **A Safe Environment for All: Diocese of Madison Policy Regarding Abuse of Minors, Sexual Misconduct, and Sexual Harassment** issued in 2003 and the document **Diocese of Madison Code of Pastoral Conduct**. I have been given the opportunity to read and ask questions about the policy and the code.*

Further, by signing this statement, I agree to abide by all the provisions contained in both documents. I understand that this agreement is required for me to serve in any capacity of ministry, or to be employed by or volunteer for the Diocese of Madison, its parishes, schools, institutions, offices, or programs.

I understand that failure to comply with the policy and the code subjects me to the responses outlined therein, including termination.

*I hereby acknowledge receipt of the **Diocese of Madison Policy Regarding Abuse of Minors, Sexual Misconduct, and Sexual Harassment** and the **Diocese of Madison Code of Pastoral Conduct**. I agree to abide by the provisions of both.*

Date

Name of Individual (*Please Print*)

Signature of Individual

Name of Witness (*Please Print*)

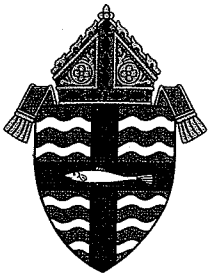
Signature of witness

Name of Parish or Institution (*Please Print*)

City

Return completed Statement of Receipt and Agreement to:

Office of Safe Environment
Attn: Valerie
Diocese of Madison
PO Box 44983
Madison, WI 53744-4983



DIOCESE OF MADISON
BISHOP O'CONNOR CATHOLIC PASTORAL CENTER

702 South High Point Road
P.O. Box 44983
Madison, WI 53744-4983

Office of Safe Environment
608/821-3133
Fax: 608/821-3013

To: Pastors & Safe Environment Staff
From: Safe Environment Office
Re: Scouting Units

Thanks again for your on-going commitment to insure that the young people of our diocese are safe and secure in our parish communities. As the 2007/2008 audit grows near for the Office of Safe Environment we have received several phone calls from parishes regarding the diocesan policy relating to scouting and other youth organizations that use the parish name or meet on church property.

According to the Charter for the Protection of Children and Young People issued by the United States Conference of Catholic Bishops and consistent with the *Diocese of Madison Policy Regarding Sexual Abuse of Minors, Sexual Misconduct, and Sexual Harassment* promulgated by Bishop Morlino, all volunteers who work with children need the following:

1. To attend the Virtus "Protecting God's Children" Adults Awareness Session;
2. To complete a criminal background check through the Diocese of Madison;
3. To complete a drivers license background check if they will be transporting children;
4. Finally, to return a signed Statement of "Receipt and Agreement" for the *Diocese of Madison Policy Regarding Sexual Abuse of Minors, Sexual Misconduct and Sexual Harassment*.

These provisions apply to all scout leaders and volunteers functioning in your parish or using your parish facilities. They also apply if the organization incorporates the parish name into their organization name, such as in "St. John the Evangelist" Boy Scout Troup.

Volunteers with the scouting program need to comply with all of the safe environment measures set by the Diocese of Madison just as volunteers who work in parish schools or religious education programs need to comply.

Scouting volunteers who have completed training and background checks from their Wisconsin Chartered Organization do not meet the requirements set by the Diocese of Madison.

The simple truth is that while a formal program for scout leaders exists within the State Chartered Organization there is not the appropriate oversight provided that insures that all adult volunteers have undergone a criminal background check and the appropriate training.

I hope this memo clarifies any of the confusion regarding scouting programs or other youth programs that use parish facilities.

If you have any questions or concerns regarding this issue, please feel free to contact The Office of Safe Environment at (608) 821-3133.

God Bless you in your work,

Cheryl Splinter
Administrator for the Office of Safe Environment

1) Go to www.madisondiocese.org
2) Click on office of Safe Environment Icon



Diocese of Madison

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July 21, 2008

Diocesan Flood Disaster Assessment and Update
~ Blog ~

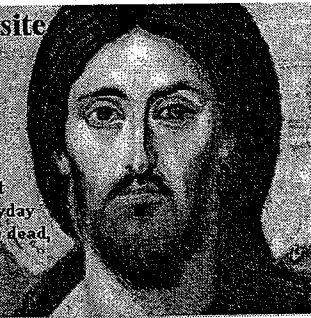


Welcome to the Official Website for the Diocese of Madison

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We serve to ensure that all individuals throughout the 11 county diocese are graciously invited everyday to meet the person of Jesus Christ, risen from the dead, face to face and to be changed by Him.

May God bless you all! Praised be Jesus Christ!



Diocesan Women's Retreat
Friday, 8/22, - Saturday, 8/23
Bishop O'Connor Center
Madison
(Click here for more info / register)

Latest from the Diocese

****NEW****

Diocese of Madison Disaster Response Information

Diocese continues to comply with city summons

More than 100 youthful pilgrims to attend World Youth Day activities with Pope Benedict XVI in Sydney, Australia

Parish Cemetery Workshops offered July 29th & 30th

New FOREM Courses offered August 11-14, 2008

From the Diocese, regarding the recently publicized lawsuit :

We simply ask that you pray for everyone involved in the recent lawsuit filed against the diocese and that you withhold judgment in this, and every incident, where not all the facts are known to everyone. As a diocese, let us also pray together for a fair and just resolution to this and all legal disputes.
Msgr. Kevin Holmes' Homily from 6/22/08



Chancery Bulletin Online

Click here

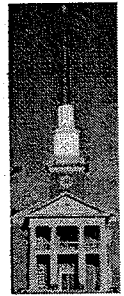
Catholic Herald highlight

Diocese responds to flood victims: Catholic Charities experts lend a hand
MADISON -- Two experts from Catholic Charities USA are visiting the Diocese of Madison to work with the diocesan Disaster Response Committee to assess and address the needs of many suffering from the effects of recent floods.

Diocese answers charges made in lawsuit
MADISON -- The Diocese of Madison has answered the charges made in a lawsuit filed June 6 in the Circuit Court of Dane County by Phoenix Fundraising Counsel, LTD, a firm retained by the diocese to conduct a "Feasibility Study" to help determine the ways and means of funding various diocesan projects, including the building of a cathedral to replace St. Raphael Cathedral, which was destroyed by an arson fire in 2005.

Apostolate to hold day in Dells
WISCONSIN DELLS -- The Summer Day for the Handicapped will be held in Wisconsin Dells again this year on Friday, Aug. 22, at the Tommy Bartlett Water Show site.

Dig deep to help flood victims
By Mary C. Uhler. The flood disasters in Wisconsin couldn't have come at a worse time. Our economy is in bad shape. Gas and food prices continue to soar. Jobs are being cut."



Bishop O'Connor Catholic Pastoral Center Retreat and Rental Facility

Click here for more information



Check what's happening *live*.



Cathedral Camera



Recent photo from the Catholic Herald
Click on photo for most current issue



Saint Michael the Archangel, defend us in battle. Be our protection against the wickedness and snares of the devil. May God rebuke him, we humbly pray; and do Thou, O Prince of the Heavenly Host - by the Power of God - cast into hell, satan and all the evil spirits, who prowl about the world seeking the ruin of souls.

Upcoming Events

- Sun 7/20 Papal Mass in Sydney w Pope Benedict XVI
- Mon 7/21 Bishop Morlino's Closing Mass in Australia
- Sat 7/26 Fr Tad Pacholczyk on Stem Cell Research in Milwaukee
- Sun 8/3 Schoenstadt Family Picnic
- Fri 8/8 Serra Club Tailgate Party @ Miller Park
- Sun 8/17 Diocesan Family Picnic