

Annual Scheduling Request Form 2022/2023

Please return to Andrea by May 31

Name of Ministry: _____

Contact Person(s): _____

Phone: _____

Email: _____

Begin Date: _____ End Date: _____

Weekly: ___ Bi-Weekly: ___ Monthly: ___

Set up Time: _____ Begin Time: _____ End Time: _____

2nd Choice: _____

Days you will not be meeting: _____

Number of people expected: _____

Facilities Requested: _____

Please note: Scheduling will be done based primarily on the parish priority guidelines. Every attempt will be made to accommodate your facilities and date requests but if needed, you will be contacted to consider other options. We hope to have the majority of the scheduling for next year completed by July 1. Please feel free to make copies of this form if you are scheduling for more than one ministry and use the back page if you need to add additional information.

HOLY FAMILY PARISH

APPLICATION FOR NEW INITIATIVE OR ACTIVITY

BY PARISH MINISTRIES/ORGANIZATIONS/GROUPS/COMMITTEES

(ONE ACTIVITY PER APPLICATION)

Group Name _____ Date _____

Ministry Contact _____

Phone _____ E-Mail _____

1. Describe your new or revised initiative.
2. What is the purpose of the initiative?
3. Do you have a staff liaison to work with?
4. Who will be responsible for the initiative? (if different from or in addition to the Ministry Contact.)
5. What is the proposed timeline for the new initiative? (Start date, communication plan, meeting times etc.)
6. Who will be contacted for participation? How will they be recruited and will you need parish resources for this effort? (bulletin, website, etc.)
7. How will the new initiative be publicized? *OVER*
8. Where will the new initiative take place? (i.e. Church Narthex, Social Hall, meeting rooms, off-site, etc)

9. Will there be costs? What will be the project expenditures? What will be the source of funding?
10. Will there be funds collected? **If no, skip to 14.** If yes, what is the estimated revenue goal? Is fundraising a requirement for the success of this initiative? Will funds be forwarded to another non-profit organization?
11. Who will be responsible for the collection and accounting of the funds?
12. Will the funds be deposited with the Parish Office? If yes, how will the money be secured until deposited with the Parish Office? If no, where will the funds be secured and deposited?
13. Please provide any other information not already covered that might relate to facilities and/or staffing needs.

OFFICE USE ONLY

Approved by Parish Administrator:

Signature _____

Date _____

Bookkeeping Account Codes: Deposits _____ Expenses _____

Staff Liaison _____

Facility Use Request Form (large parish event)
(ONE ACTIVITY PER APPLICATION)

Group Name _____ Date _____

Contact _____

Phone _____ E-Mail _____

Staff Liaison _____ (has staff liaison been notified of event? Y ___ N ___)

Event Date(s) _____ Time _____ (include setup/cleanup time)

Type of Event (Purpose? Fundraiser? For whom)

Space requested (i.e. church narthex, Social Hall, etc.)?

Estimated Number of People Expected to attend: _____

1. Will there be a speaker? Yes ___ No ___ If yes, please complete speaker form (get from Scheduler)

2. Will attendees be required to Pay? If so, how much?

3. Who will be responsible for the collection and accounting of the funds?

4. How will the funds be secured and deposited?

5. Will you be selling books? If yes, who oversees this?

6. How will the Event be publicized? In parish only ___ To larger community _____

7. Will food be served? Yes ___ No ___

8. Will the event be catered? Yes ___ No ___ If yes, Caterers Name _____

9. Copy of Banquet Permit if serving Alcohol (required to be turned into the parish scheduler) Yes _____

10. Any additional needs or comments please write on below or attach extra sheet.

Stage: Do you have someone to help set up and take down?

Location: Map to be provided

(9) 4x8 Sections:	How many needed _____	
6" legs	Yes _____	No _____
20" legs	Yes _____	No _____
Stairs Needed	Yes _____	No _____
Skirt	Yes _____	No _____
Backdrop	Yes _____	No _____

Garbage Requirements:

Extra garbage dump	Yes _____	No _____
Extra recycle dump	Yes _____	No _____
Food waste container	Yes _____	No _____

If Parish Center dumpsters are full you can also use School Dumpsters

Set up Team/Lead Person _____

How many on team? _____

Clean up Team/Lead Person _____

How many on team? _____

OFFICE USE ONLY

Staff Liaison Signature _____ Date _____

Approved by Pastor or his delegate:

Signature _____ Date _____

HOLY FAMILY PARISH
FUND-RAISING ACTIVITY APPLICATION
BY PARISH MINISTRIES/ORGANIZATIONS/GROUPS/COMMITTEES
(ONE ACTIVITY PER APPLICATION)

Group Name _____ Date _____

Ministry Contact _____

Phone _____ E-Mail _____

1. Describe your fund-raiser.
2. What is the purpose of the fund-raiser?
3. Who will be responsible for the project (if different from or in addition to Ministry Contact)?
4. What is the estimated revenue goal?
5. What is the budget for the project (expenditures)?
6. What is the proposed timeline for the fundraising activity? (Start date, communication plan, meeting times, event date, etc.)
7. Who will be contacted for contributions? How will they be contacted and will you need parish resources for this effort? (bulletin, website, etc.)

OVER

Holy Family Communications

Guidelines for Submitting

- Submissions must be made via email to your staff liaison.
- Attach all graphics (see each section for approved file types) and/or slides to email.
- Specify which media outlets - name each of them separately in the body of an email (see example below) or use the parish media submission form. Click [HERE](#) to download submission form.
- Specify the date and number of weeks to run- use Friday's date for the newsletter, Sunday's date for the bulletin & screens, and the desired date range for all other media. If requesting more than one week, specify the date of each week.

Example:



Dear Friends,

Please include the attached promotion for St. Damien & St. Marianne Relics (May 11th) in the following:

Bulletin (two full-page + one half-page): Apr 21, Apr 28, May 5
 Parish Email Newsletter: Apr 20, Apr 27, May 3, May 10
 Narthex Screens: Apr 21, Apr 28, May 5
 Facebook

Mahalo!
 GBY,
 FrCG

Submission Deadline Graphic

*This is a visual representation of when content needs to be submitted vs. when it will be published.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Bulletin Submission Narthex Screen Submission Newsletter Submission	2 Newsletter Published Narthex Screens Published	3
4	5	6	7	8	9	10
11 Bulletin Published						

Bulletin

Deadline for Submissions: Thursdays at 12:00 Noon for the NEXT Sunday (10 days ahead)

Please Note:

- Priority is given to parish events.
- Events can appear in the bulletin for a maximum of 3 weeks.
- Ministry Leads (NOT Staff Liaisons) are responsible for creating the content.

- Layout, wording, formatting, and graphics of your submission will be edited at the discretion of the communications staff.
- Due to limited space, in times of high demand, some events may not be printed in the bulletin.
- Requests for full-page announcements must be made a minimum of 3 weeks in advance to your staff liaison.
- Graphics/photographs should be submitted in .jpg or .png format. PDF documents cannot be used.

A Note on Bulletin Inserts

Flyers sent by the Archdiocese will be inserted into the bulletin, all others are not allowed. Space for large format promotions is provided within the bulletin space. See the above notes for requirements.

Email Newsletter (All Parish & Young Adults)

Deadline for Submissions: Thursdays at 12:00 Noon for the following Friday (1 day ahead)

Please Note:

- Priority is given to parish events.
- Events can appear in the newsletter for a maximum of 3 weeks.
- Layout, wording, formatting, and graphics of your submission will be edited at the discretion of the communications staff.
- In times of high demand, some events may be removed after two weeks.
- Graphics/photographs should be submitted in .jpg or .png format. PDF documents cannot be used.

Narthex Screens/Café Slides

Deadline for Submissions: Thursday at 12:00 Noon for the following Sunday (3 days ahead)

Please Note:

- Priority is given to parish events.
- Events can appear in the slideshow for a maximum of 3 weeks.
- Ministry Leads (NOT Staff Liaisons) are responsible for creating the content.
- Slides must be submitted on a parish approved template. Templates can be found on the parish website: www.hfkparish.com/129 to find templates.
- When there is a large volume of requests, slides may be removed from slideshow after 1 or 2 weeks at the discretion of the communications staff and approval from the pastor.
- Layout, wording, formatting, and graphics of your submission will be edited at the discretion of the communications staff.

Parish Website

Requests for event announcements, new content, and registration pages must be made **3 weeks in advance**.

Website updates or corrections will be processed within 7 days of receipt of the request.

Please Note:

- Priority is given to parish events.
- Events will be added to the website calendar.
 - Recurring meetings will appear on the parish calendar but not the special events calendar on the homepage.
 - Requests for special events with registration should be submitted with link to online registration already created.
- Layout, wording, formatting, and graphics of your submission will be edited at the discretion of the communications staff.
- Graphics/photographs should be submitted in .jpg or .png format. PDF documents can be used as a destination for links but will not display on the page.

Facebook/Instagram

Deadline for Submissions: Thursday at 12:00 Noon a minimum of **3 weeks in advance of the desired date**.

Please Note:

- Priority is given to parish events.

- Communications Team will review and approve all requests. Not all events or announcements will be included in HFK's social media.
- Ministry Leads (NOT Staff Liaisons) are responsible for creating the content.
- **Submissions for Instagram must be a minimum 900 px X 900 px image file (.jpg or .png).** If submissions are not in this format, will appear with alternate graphics or may not be posted on Instagram.
- Events can be posted only **once** on parish social media.
- Layout, wording, formatting, and graphics of your submission will be edited at the discretion of the communications staff.
- Communications staff will create the schedule for social media posts. Requests for specific dates cannot be guaranteed.

Slat Boards

Deadline for Submissions: Events are added to slat boards on an on-going basis.

Send submissions to: Staff liaison.

- Priority is given to parish events.
- Ministry Leads (NOT Staff Liaisons) are responsible for creating the content.
- Recommended format for the slat boards is an 8 ½ X 11 flyer, larger formats are available, please contact your staff liaison for these requests.

staff liaison for these requests.

- Layout, wording, formatting, and graphics of your submission will be edited at the discretion of the

communications staff.

Pulpit Announcements

Pulpit announcements are used for liturgical announcements (ex. Holy Days of Obligation), and at the discretion of Fr. Bryan. Questions about pulpit announcements can be directed to Norm Bross.

Street Sign

The street sign is used to connect with the larger community. The goal is to catch the eye of people driving by. Sign messages are reviewed and approved by the communications staff. Requests for messages on the street signs can be made through your staff liaison but are not guaranteed.

Printed Materials in the Narthex

Given the numerous ministries at Holy Family it is not possible to successfully manage paper flyers and postcards in the Narthex. At this time Holy Family is only allowing communications through the bulletin, the narthex screens, the weekly email newsletter, Facebook and/or Instagram. All ministries are represented on the Ministry Board in the Narthex.

Important Information About Photos and Other Graphics

Photos and graphics included in all parish media must be free to use without permission, or the group submitting must seek permission from the image owner. If releases are required, it is the responsibility of the group submitting to obtain those releases. *This includes seeking permission from parishioners or other private citizens to use photos of them taken at parish events.*

Suggested Resources:

- Free stock photography websites.
- Filtering Google searches for "free to share and use" images.

MINISTRY LIAISON DIRECTORY

FY2023 Ministry Liaisons

MINISTRY	LEADER	STAFF LIAISON	EMAIL
(1) Liturgy (LI)			
Altar Servers	Tim Murphy, Amy Lenihan	Norm Bross	normb@hfkparish.org
Church Cleaners	Angela Fialho	Andrea Liggett	andrea@hfkparish.org
Church Flowers (Environment)	Katy Bergevin	Andrea Liggett	andrea@hfkparish.org
Church Linen/Vessel Care	Andrea Liggett	Andrea Liggett	andrea@hfkparish.org
Eucharistic Ministers	Kristy Rudolph	Norm Bross	normb@hfkparish.org
Lectors	Bill Webb	Norm Bross	normb@hfkparish.org
Welcome Ministry	TBD	Norm Bross	normb@hfkparish.org
Quilters	Donna Kowalski	Norm Bross	normb@hfkparish.org
Ushers	Dave Jones	Norm Bross	normb@hfkparish.org
Perpetual Adoration	Mary Joan Nash	Norm Bross	normb@hfkparish.org
Facilitators	John Thonssen	Norm Bross	normb@hfkparish.org
Feast Day Decorators	Andrea Liggett	Andrea Liggett	andrea@hfkparish.org
(2) Music (MU)			
Children's Choir	Kerry O'Connor	Kerry O'Connor	kerryo@hfkparish.org
Handbell Choir	Pam Gunderson/Janet Thonssen	Kerry O'Connor	kerryo@hfkparish.org
King's Kids Adult Choir (9:00 Mass)	Kerry O'Connor	Kerry O'Connor	kerryo@hfkparish.org
Feast Day Choir	Kerry O'Connor	Kerry O'Connor	kerryo@hfkparish.org
Light House Band (LT Mass)	Jim Stenson	Kerry O'Connor	kerryo@hfkparish.org
Pro Deo Choir (11:00 Mass)	Melissa Headrick	Kerry O'Connor	kerryo@hfkparish.org
(3) Pastoral Care (PC)			
Communion to the Sick (Pastoral Care)	Betsy Staal	Betsy Staal	betsys@hfkparish.org
Criminal Justice (Prison) Ministry	Van & Thanh Le	Betsy Staal	betsys@hfkparish.org
Funeral Receptions	Mary Joan Nash/Ann Marie Wellman	Andrea	andrea@hfkparish.org
Grief Ministry	Mary Ann Dewing	Betsy Staal	betsys@hfkparish.org
(4) Faith Formation & Sacramental Preparation (SP)			
Confirmation Volunteers - Adult	Norm Bross	Norm Bross	normb@hfkparish.org
Confirmation Volunteers - Youth	Cathleen Ito	Cathleen Ito	cathleeni@hfkparish.org
CGS - Elementary Faith Formation Catechists	Connie Moretti	Connie Moretti	conniem@hfkparish.org
12:2 Ministries Junior High / Edge / Core	Cathleen Ito	Cathleen Ito	cathleeni@hfkparish.org
12:2 Ministries Senior High / Life Teen / Core	Cathleen Ito	Cathleen Ito	cathleeni@hfkparish.org
Young Adult Ministry	Tyler Lawrence	Fr. Bryan	frbryan@hfkparish.org
Parish Library	Erin Fields	Norm Bross	normb@hfkparish.org
Infant Baptism Facilitators	Julie Klinkenberg	Julie Klinkenberg	juliek@hfkparish.org
Marriage Prep Team	Maribel and Dan Zarzar	Betsy Staal	betsys@hfkparish.org
(5) Liturgical Events			
Simbang Gabi	Gon Dilligencia	Andrea	andrea@hfkparish.org
Corpus Christi Procession	TBD	Norm Bross	normb@hfkparish.org
Divine Mercy Sunday	Mary Joan Nash	Norm Bross	normb@hfkparish.org
(6) Small Faith-Sharing Groups (FS)			
CCS Bible Study - Morning	Michele Ahearn	Norm Bross	normb@hfkparish.org
CCS Bible Study - Evening	Michelle Wilson	Norm Bross	normb@hfkparish.org
Walking with Purpose Bible Study	Jennifer Lawrence	Norm Bross	normb@hfkparish.org
Chaplet of Divine Mercy	Mary Joan Nash	Norm Bross	normb@hfkparish.org
Legion of Mary	Teresa Ho	Betsy Staal	betsys@hfkparish.org
Men's Ministry	Bob Wilson	Andrea Liggett	andrea@hfkparish.org
Connect Groups	TBD	TBD	
Secular Franciscans	Andrea Liggett	Andrea Liggett	andrea@hfkparish.org
Prayer Line	Robert Kay	Betsy Staal	betsys@hfkparish.org
LightHouse Prayer Group	Gisele Matthews	Betsy Staal	betsys@hfkparish.org
Upper Room Prayer Group	Janet Thonssen	Betsy Staal	betsys@hfkparish.org
Community of Mary- FOG	Thuy Yuen	Betsy Staal	betsys@hfkparish.org
Alpha	Harry Matthews	Karen Reinke	karenr@hfkparish.org
Tuesday Morning Rosary	Jodi Ruhl	Norm Bross	normb@hfkparish.org
(7) Community (CO)			

MINISTRY LIAISON DIRECTORY

FY2023 Ministry Liaisons

MINISTRY	LEADER	STAFF LIAISON	EMAIL
Knights of Columbus	Bill Webb	Andrea Liggett	andrea@hfkparish.org
4th Degree KOC	Bill Webb	Andrea Liggett	andrea@hfkparish.org
Scouts - Boy	Martyn Mallick	Andrea Liggett	andrea@hfkparish.org
American Heritage Girls		Andrea Liggett	andrea@hfkparish.org
Sunday Café	Linda Sacco	Andrea Liggett	andrea@hfkparish.org
Forever Young	Jodi Ruhl	Andrea Liggett	andrea@hfkparish.org
(8) Outreach & Social Justice Concerns (OR)			
Crossroads Meal	Wes/Julia Proudlove	Andrea Liggett	andrea@hfkparish.org
Sack Lunch Program	Jane Vimont	Andrea Liggett	andrea@hfkparish.org
Malawi Sister Parish	Sharon Bastasini	Andrea Liggett	andrea@hfkparish.org
Rosary Makers	Carla Krekelberg	Andrea Liggett	andrea@hfkparish.org
Shared Blessings Meals	Christina Jones	Andrea Liggett	andrea@hfkparish.org
Thanksgiving Meal	Kay Conley	Andrea Liggett	andrea@hfkparish.org
St. Vincent de Paul	Craig Erikson	Andrea Liggett	andrea@hfkparish.org
Respect Life	Bill Webb	Andrea Liggett	andrea@hfkparish.org
New Bethlehem Day Center	Linda DeBoldt	Andrea Liggett	andrea@hfkparish.org
Prepares	Pam Gunderson	Andrea Liggett	andrea@hfkparish.org
Mental Health Ministry	Joe Stevens	Andrea Liggett	andrea@hfkparish.org
Care for Creation	TBD	Andrea Liggett	andrea@hfkparish.org
(10) Administration and Facilities (AF)			
CYO Sports	Milo Magnano	Susan Webster	susanw@hfkparish.org
Facilities Management Committee	Steve Carbonetti	Karen Reinke	karenr@hfkparish.org
Grounds Upkeep/Adopt-A-Bed	TBD	Steve Carbonetti	stevec@hfkparish.org
Communications Team	Cathleen Ito	Karen Reinke	karenr@hfkparish.org
Technology Steering Committee	Michael Kerrick	Karen Reinke	karenr@hfkparish.org
Parish Office Assistance	Karen Reinke	Karen Reinke	karenr@hfkparish.org
Adult Open Gym	Bill Lapke	Andrea Liggett	andreal@hfkparish.org
(11) Evangelization (EV)			
Evangelization Committee	TBD	Fr. Bryan	frb@hfkparish.org
(12) Stewardship (ST)			
Stewardship Committee	TBD	Karen Reinke	karenr@hfkparish.org
Newcomers	Karen Reinke	Karen Reinke	karenc@hfkparish.org
Giving Committee	Karen Reinke	Karen Reinke	karenr@hfkparish.org
End			

Holy Family Parish/School (circle one)
Deposit Form

Date	Explanation	Budget/GL #	Cash Amt	Check Amt
TOTAL:				
Grand Total				

Signature of submitter: _____	Date Submitted: _____
Signature of receiver: _____	Date Received: _____
<i>Batch number:</i> _____	<i>Deposit Date:</i> _____

Holy Family Parish/School (circle one)
Deposit Form

Date	Explanation	Budget/GL #	Cash Amt	Check Amt
TOTAL:				
Grand Total				

Signature of submitter: _____	Date Submitted: _____
Signature of receiver: _____	Date Received: _____
<i>Batch number:</i> _____	<i>Deposit Date:</i> _____

Holy Family Parish/School (circle one)
Check Request Form

Date	Vendor	Items / Use / Purpose	Budget/GL #	Amount
TOTAL:				

Please note:

- A. Detailed original receipts must be provided; if the item was ordered via the internet, print out a copy of the ordering document.
- B. Budget/GL code must be provided. This is a number not a description.
- C. ALL receipts must be provided.

Signature of Purchaser: _____	Date Submitted: _____
Check Payable to: _____	Approved: _____
Address if to be mailed: _____	

Holy Family Parish/School (circle one)
Check Request Form

Date	Vendor	Items / Use / Purpose	Budget/GL code	Amount
TOTAL:				

Please note:

- A. Detailed original receipts must be provided; if the item was ordered via the internet, print out a copy of the ordering document.
- B. Budget/GL code must be provided. This is a number not a description.
- C. ALL receipts must be provided.

Signature of Purchaser: _____	Date Submitted: _____
Check Payable to: _____	Approved: _____
Address if to be mailed: _____	



Why am I Here? And, What is My Role In Helping to Protect Children?

Information for Adults Attending the Protecting God's Children® Awareness Session

Welcome to this Protecting God's Children® awareness session:

This handout is designed to answer many of your questions up-front, to help create a context for this session, and to give you the information you'll need to maximize the value of today's experience.

Why am I here?

You are here because you are a part of the solution to the problem of child sexual abuse in our homes, parishes, and communities. You did not cause this problem. But, when caring adults have a "healthy suspicion" about something in their surroundings, they *can* identify the risks to children early enough to prevent child sexual abuse from occurring.

What are the VIRTUS® programs?

VIRTUS is the brand name that identifies best practices programs designed to help prevent wrongdoing and promote "rightdoing" within religious organizations. The VIRTUS programs empower organizations and people to better control risk and improve the lives of all those who interact with the Church.

Who created the VIRTUS programs?

The National Catholic Risk Retention Group, Inc. (National Catholic) created the programs. Monsignor Kevin McCoy, past board chairman of National Catholic, asked whether child sexual abuse could be prevented and, if so, how? In March of 1998, National Catholic invited prominent national experts—experts in many disciplines—to discuss these questions at a forum in Washington, D.C. From those discussions, the initiative for the VIRTUS programs was created. The National Catholic Board of Directors selected an Ad Hoc Committee to oversee development of the programs. The Ad Hoc Committee was assisted by a steering committee of nationally known experts and program and service providers.

Why did National Catholic select VIRTUS as the brand name for the programs?

The word *virtus* derives from Latin, and means valor, moral strength, excellence, and worth. In ancient times, *virtus* denoted a way of life and manner of behavior that always aspired to the highest, most positive attributes of people and aspects of human interaction.

What is the Protecting God's Children® program?

The Protecting God's Children program is the VIRTUS program for protecting children from child sexual abuse. The seminar you are currently attending is the Protecting God's Children awareness session—the initial program component for adults in the faith community. Those in the faith community who interact with minors will have access to additional training and risk prevention tools.

How does the Protecting God's Children program prevent child sexual abuse?

The Protecting God's Children program consists of many components. The education component helps prevent child sexual abuse by first making every adult employee and volunteer aware of the issues surrounding child sexual abuse. This includes awareness of the many ways that sexual abuse harms its victims, their families, the parish, and the community. The awareness session also helps adults learn to recognize the warning signs of abuse, and shows them the appropriate way to respond to suspicious behavior. Finally, the awareness session empowers each person with five steps to help prevent child sexual abuse. A trained facilitator leads these awareness sessions. **You are currently participating in this interactive awareness session, which is part one of our education component.**

But, community awareness—by itself—is not enough to prevent child sexual abuse. A parish or community needs a core group of trained specialists—people within the parish and schools—who have additional knowledge and training on how to prevent harm to children.

Those who interact most with children become the core of the prevention effort within each parish. They receive an added benefit by completing a certification course on the prevention of child sexual abuse. The certification course takes approximately three to six hours a year to complete, and the entire certification process takes place on the Internet—via the VIRTUS *Online*[™] system. For more information on VIRTUS *Online* and our continuing education programs, refer to the attached VIRTUS *Online* information sheet.

Finally, some local individuals will be selected to lead the awareness session—we call these people “facilitators.” In addition to being certified to prevent child sexual abuse, the facilitators receive additional training on how to lead an effective session.

What is my role in the Protecting God's Children program?

All adults are protectors of children. That's why you are a part of this awareness session. As an adult, it is your role in the faith community, to keep your eyes and ears open, and to report any suspicious activity to appropriate authorities and church officials.

We provide a wealth of information to assist you in this quest. Visit our website, www.virtus.org, for new information each week designed to help educate adults about a wide range of risks to children—from child sexual abuse, to camp safety, to school violence. If you are fortunate to be selected to complete one of our certification courses via VIRTUS *Online* (each diocese has a different strategy regarding the selection of trainees) then you will become a knowledge center for protecting children within your parish or school. If you'd like to complete the certification course, or you wish to complete the certification and become a trained facilitator, you should contact the VIRTUS Coordinator in your diocese. The facilitator for today's session can give you the name and contact information for your VIRTUS Coordinator.

What can I do to help?

First—make sure that you have registered to use the VIRTUS *Online* system. If you haven't already visited the website to complete your registration, you should do so as soon as possible. For those who have not registered, please refer to the attached VIRTUS *Online* registration instructions. Please keep in mind the importance of registering through the online system. If you have not registered, we have no way to certify your attendance at today's session. Signing the sign-in sheet is not adequate. If you need help registering online, you should contact your diocese's VIRTUS Coordinator or your local VIRTUS Coordinator. Again, today's facilitator can give you those names and contact information.

Second—behave consistent with what you learn in today's session. Learn more about child sexual abuse by visiting our website each week (www.virtus.org). Make a conscious effort each day to protect children.

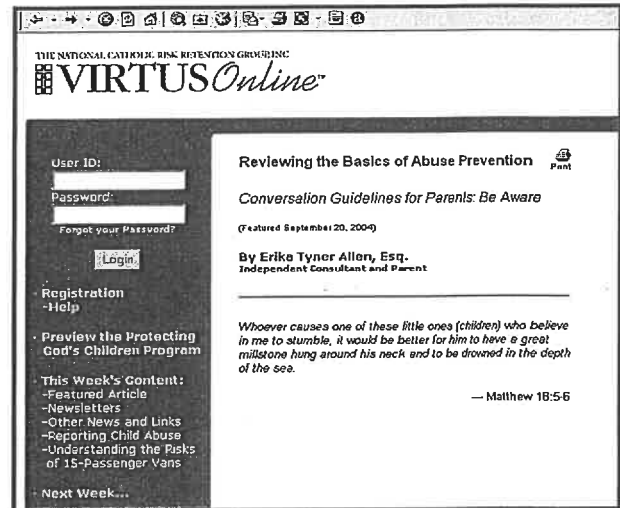
Third—if you are selected to complete one of our continuing education courses, use this benefit to your advantage and help your parish become a safe haven for children.

Finally—if you want to volunteer as a facilitator, contact your diocese's VIRTUS Coordinator and begin the process.

Before or after your first Protecting God's Children session (*but not both*), you will need to register with the VIRTUS Program. This is required of all participants. If you do not have Internet access, and cannot temporarily gain Internet access via school, university, library, work, home or other means, please register with your Facilitator or your VIRTUS Coordinator.

Go to <http://www.virtusonline.org>

On the left-hand side of the page, click the yellow link labeled "Registration."



Choose the name of your organization from the pull-down menu by clicking the downward arrow and highlighting your organization. Once your organization is selected, click "Select."

Please select your Archdiocese/Diocese/Religious Organization from the list below:

- Select your organization ----->

Create a user ID and a password you can easily remember. This is necessary for all participants. This establishes your account within your Diocese and the VIRTUS program. If your preferred user ID is already taken, please choose another ID. We recommend the use of email addresses as user names. Click Continue to proceed.

Please create a user id and password that you will use to access your account

Create a User ID:

Create a Password:

Provide the information requested on the following page. Several fields are required, such as name, address, phone number and e-mail address. Click Continue to proceed.

- *If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org. This will notify your VIRTUS Coordinator that you do not have an email address.*
- *If you do not have personal Internet access, and you are not able to obtain temporary Internet access for one hour per month, complete the registration process and your VIRTUS Programs Coordinator will contact you. Other options are available for your continued training.*

Please provide the information requested below

Salutation:

First Name:

Middle Name:

Last Name:

Email:

Home Address:

Home Address Cont'd:

City:

State:

ZIP:

Work Phone:

Home Phone:

* Required field

Select the PRIMARY location where you work, volunteer or worship. You will be able to select additional locations later if you serve at multiple locations within your organization. Click Continue to proceed.

Please select the primary location where you work, volunteer or worship

Location:

If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer or worship.

Registration Instructions

Your current list of locations is displayed. If you need to add an additional location, choose YES. Otherwise, choose NO.

This is the list of locations with which you are associated:

St. Josephs Parish (Tulsa)

Do you need to add another location?

Select the role(s) that you serve within your organization. Please check all roles that apply. Additionally, if you have a title within your diocese, enter it in the box. I.e. Teacher, DRE, Catechist, etc. Click Continue to proceed.

Please select the roles that you play within your diocese

Please check all that apply.

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Candidate for ordination | <input type="checkbox"/> Parent |
| <input type="checkbox"/> Deacon | <input type="checkbox"/> Priest |
| <input type="checkbox"/> Educator | <input type="checkbox"/> Volunteer |
| <input type="checkbox"/> Employee | |

If you have a title within your diocese, please enter it here:

Answer three YES/NO questions and then click Continue.

Are you a parent or guardian of a child under 18?

- Yes
 No
 I choose not to answer this question

If you have already attended a Protecting God's Children Session, click YES, otherwise click NO.

Have you already attended a Protecting God's Children Session?

If you chose **NO** during the previous step, you will be presented with a list of all upcoming sessions within your organization. When you find the session you would like to attend, click the circle next to the title.

If you chose **YES** during the previous step, skip this step.

If you chose **YES**, you will be presented with a list of all sessions that have been held within your organization. Choose the session you attended by clicking the downward arrow and highlighting the session, and then click Complete Registration.

Please select the session you wish to attend

Unless otherwise noted all sessions are conducted in English.

- Protecting God's Children for Adults

Where: Test Site (Tulsa)

When: Monday, October 25, 2004
6:00 PM

Estimated time: 3 hrs

Spaces remaining: 7 of 25

Please select the session you attended

-- Please select --

You will see a message on your screen confirming that you have completed the registration process. If you correctly entered your email address during the process, you will receive an email confirming your information. Additionally, your Virtus Coordinator may contact you via e-mail with information regarding your continuing training status.

If you have additional questions about the registration process, please contact your session's facilitator, your Virtus Coordinator, or the VIRTUS Help Desk at 1-888-847-8870.

Thank you for completing the registration process.

Thank you for registering for a Protecting God's Children session and with VIRTUS Online. You will receive an email confirming your registration for the session you selected.

After you attend your session, your account request will be reviewed by your Coordinator.

You will be notified via email when your VIRTUS Online account is activated.