



## SAFE ENVIRONMENT REQUIREMENTS FOR VOLUNTEER ROLES

### **POLICY**

Recognizing that each individual is created by God, the Archdiocese of Miami is committed to the safety and well-being of its children and vulnerable adults and implements procedures to minimize risk as well as build and foster a culture that creates a safe environment.

This summary table is intended to better assist the parishes, schools and other entities with understanding when a particular individual is subject to background screening and/or VIRTUS training pursuant to the Safe Environment Policy. This may be used as an internal reference.

Any questions about the Safe Environment Policy or this summary table should be directed to the Chancellor for Administration. ***If an employee or volunteer falls within two of the below categories, they must satisfy the more stringent screening requirements.***

| <b>Church Personnel</b>                       | <b>Fingerprint Background Screening</b> | <b>Initial Virtus Training Course</b> | <b>Virtus Monthly Bulletins/Modules</b> |
|-----------------------------------------------|-----------------------------------------|---------------------------------------|-----------------------------------------|
| <b>All Clergy, assigned or with faculties</b> | Yes                                     | Yes                                   | Yes                                     |
| <b>All Employees</b>                          | Yes                                     | Yes                                   | Yes                                     |

### **School Volunteers**

|                                                                                                                                              |     |     |     |
|----------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|
| Director or leader of any school ministries                                                                                                  | Yes | Yes | Yes |
| Classroom representative/room parent; volunteer who regularly tutors “one on one” with child in classroom setting                            | Yes | Yes | Yes |
| Other school volunteers who are entrusted with the care or supervision of minors ( <i><b>which includes coaches</b></i> )                    | Yes | Yes | Yes |
| To chaperone a field trip                                                                                                                    | Yes | Yes | Yes |
| Other General school volunteer without unsupervised contact with children                                                                    | Yes | Yes | No  |
| Parish and school advisory roles including School Advisory Board, High School Board of Directors, President of Home & School, Parish Council | Yes | Yes | No  |
| Volunteers responsible for handling or accessing cash or electronic payments                                                                 | Yes | No  | No  |
| Members of ADOM, Parish or School Finance Council or Parish Corporate Board, Parish money counters                                           | Yes | No  | No  |
| To attend a function as an invited guest, such as musical, Christmas pageant, etc.                                                           | No  | No  | No  |
| Parent attending general school or classroom event or celebration                                                                            | No  | No  | No  |



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|------------------|----------------------------------|--------------------------------|----------------------------------|
|------------------|----------------------------------|--------------------------------|----------------------------------|

### Parish Volunteers

|                                                                                                            |     |     |     |
|------------------------------------------------------------------------------------------------------------|-----|-----|-----|
| Director or leader of any parish ministries                                                                | Yes | Yes | Yes |
| Volunteer for youth ministry                                                                               | Yes | Yes | Yes |
| Volunteer for religious education/Catechist                                                                | Yes | Yes | Yes |
| Volunteer scout leader; trainer for altar servers, children's choir director                               | Yes | Yes | Yes |
| Volunteer for any overnight trips with minors                                                              | Yes | Yes | Yes |
| Eucharistic Minister who visits patients at hospital or home                                               | Yes | Yes | No  |
| General parent volunteer in religious education program without unsupervised contact with children         | Yes | Yes | No  |
| Volunteers in organizations that provide events for children without unsupervised contact with children    | Yes | Yes | No  |
| Volunteers for parish or school carnivals/festivals                                                        | Yes | No  | No  |
| Ushers or other volunteers responsible for handling or accessing cash or electronic payments               | Yes | No  | No  |
| Members of ADOM, Parish or School Finance Council, Parish corporate boards, Parish money counters          | Yes | No  | No  |
| Food Pantry volunteers, serving only adults                                                                | Yes | No  | No  |
| SVDP members who visit private homes to provide services                                                   | Yes | No  | No  |
| Eucharistic Minister who serves at Mass only                                                               | No  | No  | No  |
| Volunteers for prison ministry other than the parish leader                                                | No  | No  | No  |
| Lector at Mass or other liturgical service                                                                 | No  | No  | No  |
| Altar dressers or person responsible for maintaining altar linens, with no unsupervised access to children | No  | No  | No  |



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|                                                                                                                                                                                    |    |    |    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|----|
| Adult choir member or cantor                                                                                                                                                       | No | No | No |
| Participant of adult-only ministry or training presentation to adults such as Men's Club, Council of Catholic Women, adult bible study groups, OCIA groups or similar adult groups | No | No | No |

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|------------------|----------------------------------|--------------------------------|----------------------------------|
|------------------|----------------------------------|--------------------------------|----------------------------------|

### Independent Contractors/ Vendors

|                                                                                                                                                                                              |     |     |     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|
| Contractors/vendors providing direct services to minors (e.g., counseling, tutors, substitute teachers, after-school classes)                                                                | Yes | Yes | Yes |
| Contractors/vendors with direct contact with minors                                                                                                                                          | Yes | Yes | No  |
| Contractors who will be on a school campus when minors are present and are not accompanied by screened Church Personnel ( <i>includes maintenance, IT, cafeteria workers and landscape</i> ) | Yes | Yes | No  |
| All other contractors/ vendors                                                                                                                                                               | No  | No  | No  |
| Presenter at meeting/event, career day personnel or repair person as long as they are accompanied by screened Church Personnel                                                               | No  | No  | No  |

### Minor Volunteers or Employees

|                                                                                                 |     |    |    |
|-------------------------------------------------------------------------------------------------|-----|----|----|
| Minors are not screened because they are not entrusted with the care or supervision of children | No  | No | No |
| Exception: Camp Counselors                                                                      | Yes | No | No |

| Catholic Health Services Volunteers | Fingerprint Background Screening | Initial Virtus Training Course | Virtus Monthly Bulletins/Modules |
|-------------------------------------|----------------------------------|--------------------------------|----------------------------------|
|-------------------------------------|----------------------------------|--------------------------------|----------------------------------|

|                                        |                    |     |     |
|----------------------------------------|--------------------|-----|-----|
| Camp Erin adult volunteers (no minors) | Yes, Clearinghouse | Yes | Yes |
| Hospice Companion Care volunteers      | Yes, Clearinghouse | Yes | Yes |



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|                                                             |                    |     |     |
|-------------------------------------------------------------|--------------------|-----|-----|
| Centro Mater volunteers                                     | Yes, Clearinghouse | Yes | Yes |
| Adult Patient Transport volunteer                           | Yes, Clearinghouse | No  | No  |
| Sacristan, without unsupervised access to vulnerable adults | Yes, Clearinghouse | No  | No  |
| Adult administrative volunteers                             | Yes, Clearinghouse | No  | No  |
| Teen (minor) administrative volunteers                      | No                 | No  | No  |

| <b>Knights of Columbus, St Vincent de Paul<br/>and all Movements<br/>(all members are volunteers)</b> | <b>Fingerprint<br/>Background<br/>Screening</b> | <b>Initial Virtus<br/>Training Course</b> | <b>Virtus Monthly<br/>Bulletins/Modules</b> |
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|                                                                                                                                          |     |     |     |
|------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|
| Leader of Movements, KoC, SVDP<br>(Director, President, Chair, Grand Knight<br>or Safe Environment Designee)                             | Yes | Yes | Yes |
| Movements, KoC, SVDP, all other<br>members of these organizations (unless<br>otherwise noted above) – presuming no<br>access to children | No  | No  | No  |

Reference: ADOM Policy Creating and Maintaining a Safe Environment for Children and Vulnerable Adults, February 2025

Initial: February 2025

Current: May 2025



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