



## 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.***

Church Personnel	Fingerprint Background Screening	Initial Virtus Training Course	Virtus Monthly Bulletins/Modules
All Clergy, assigned or with faculties	Yes	Yes	Yes
All Employees	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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Church Personnel	Fingerprint Background Screening	Initial Virtus Training Course	Virtus Monthly Bulletins/Modules
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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
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
Adult choir member or cantor	No	No	No



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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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Church Personnel	Fingerprint Background Screening	Initial Virtus Training Course	Virtus Monthly Bulletins/Modules
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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
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Camp Erin adult volunteers (no minors)	Yes, Clearinghouse	Yes	Yes
Hospice Companion Care volunteers	Yes, Clearinghouse	Yes	Yes
Centro Mater volunteers	Yes, Clearinghouse	Yes	Yes



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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 and all Movements (all members are volunteers)</b>	<b>Fingerprint Background Screening</b>	<b>Initial Virtus Training Course</b>	<b>Virtus Monthly Bulletins/Modules</b>
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Leader (Director, President, Chair, Grand Knight or Safe Environment Designee)	Yes	Yes	Yes
Movements, all other members – presuming no access to children	No	No	No

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

Initial: February 2025

Current: June 2025



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