

To: Parish Contacts for Ethics and Integrity
From: Deacon Ruben Natera, Chancellor
Date: October 9, 2009
Re: Awareness DVD for Ethics and Integrity

The Awareness for Ethics is a 30 minute DVD which gives a brief overview of what the policy and guidelines requires for our diocese for those who work for the church and those who volunteer with minors and vulnerable adults.

The purpose for the Awareness DVD is

- a. Education for all the parish and leadership so they may understand the policies
- b. If a new volunteer or new employee wants to begin working in the parish he/she may watch the DVD, commit to the code, submit a Criminal Background Check request, and \$10, and submit the Awareness Participation Sheet signed by the individual who coordinated them watching it. Once all the paperwork has been submitted to the Business Office for the diocese and the applicant's name appears on the website as "applicant is approved" with a "non-supervisory restriction" and then he/she may begin to participate in the parish. If the person is a catechist or paid worker in the parish he/she must attend the Basic Training of three hours within a six month period to enable them to keep their ACS valid.
- c. Some individuals who watch the Awareness DVD may submit all the paperwork also but may not want to be a catechist or may not be a paid employee of the parish. This person may act as the second individual with an ACS in activities with minors. The policy requires that at least two adults with ACS are present at all activities in which there are minors. I must remind you that without "supervisory responsibilities" the individual may never be left alone with minors at any time.

Copies of the paperwork necessary to submit to the business office after the Awareness DVD is watched to enable an individual to secure an ACS are listed. If your parish needs copies of these documents, please notify zavila@dioceseoftyler.org. If any of the four items are missing, the paperwork will not be processed.

1. Copy of the **Code of Conduct** which the individual must sign
2. Copy of the **Criminal Background Check** which the individual must complete front and back. Please do not check the boxes on back of sheet; they must be initialed. The individual who proctors the DVD should sign the bottom of the sheet where it says "authorized representative signature" and date it.
3. **\$10** should be submitted for the cost of the CBC to be processed.
4. **Participation Sheet** noting that the person has satisfied the Awareness Training for Ethics and Integrity.

A copy of the *Guidelines for the Ethics and Integrity Policy* should be given to the individuals for their future reference.

Once the individual has completed the Basic Training within a six month period, the only sheet which has to be submitted at that time is the Participation Sheet noting the Basic Training and their name on it with a note that says they previously completed the Awareness Training. This will give the office personnel the correct information to process the individual's record.

If you have any questions regarding this information clarifying the purpose and procedure for the Awareness DVD for Ethics and Integrity please notify zavila@dioceseoftyler.org

All copies of the paperwork are available in Spanish also upon request.