

# Memo

# Diocese of Tyler

**To:** Priests, Parish Contact Persons for Ethics and Integrity, Faith Formation Leaders, Deacons  
**From:** Reverend Gavin N. Vaverek, JCL, Promoter of Justice  
**Date:** February 17, 2011  
**Re:** Procedure for Scheduling “Basic Training” or “Re-Certification Training on the Code of Ethics and Integrity – Diocese of Tyler with Certified Trainers

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Bishop Alvaro Corrada signed the *Decree Establishing Recertification for ACS Holders* on July 14, 2006. All church personnel who are paid or those who volunteer for ministry with minors must be trained on the Code of Ethics and Integrity for Church Personnel Policy and Guidelines and must be listed on the Diocese of Tyler online listing for *Acceptance Certificate for Service*.

There are about 35 trainers who have been appointed by Bishop Alvaro Corrada, SJ for providing Basic and Re-Certification Training for Ethics and Integrity. Only Certified Trainers may present the Basic Training and Re-Certification Training sessions to satisfy the requirements of the diocese. List of trainers can be found at [www.dioceseoftyler.org/EI\\_ACS](http://www.dioceseoftyler.org/EI_ACS).

The diocesan website calendar shows when trainings are scheduled for “Basic Training,” and “Re-Certification Training.” The **Re-Certification Training** is a 90 minute training for those who have had an ACS for three years. At that time it has to be renewed with this specific training. The **Basic Training** is three hours long and is only taken once, but it is required for ALL Employees and all volunteers who minister with minors or vulnerable adults.

A reminder that : The 30 minute **Awareness Training** Video can be used for volunteers who will not have supervisory responsibility for minors. It can also be used for initial training of perspective employees prior to hiring and they can then take the Basic Training within 3 months of being hired. The Awareness Training can be offered by anyone with an ACS with no restrictions. The materials were sent to parishes in 2003. If you are in need of this material you can contact Maria Flores at the Chancery to purchase another copy. After three years these people who attended Awareness Training must either do Basic Training or Re-Certification Training. If they do Re-Certification Training, their restriction of 'non-supervisory' will remain in force.

If your parish is interested in hosting a training session, your parish would be responsible for the following:

1. Contact one of the Certified Trainers on the approved list on the website to schedule a date and location.
2. Notify the dean and the other parishes in your deanery to encourage them to use this opportunity for training. Notify the Office of Ethics and Integrity [m.flores@dioceseoftyler.org](mailto:m.flores@dioceseoftyler.org) to post the session to the website.
3. Provide pre-registration, hospitality, and set up of facility, and handouts as explained by the trainer.
4. Stipend the trainer **\$50 for Basic Training and \$25 for Re-Certification plus \$.50 /mile** traveled if the trainer must travel outside their city of residence.

If you have any questions or concerns regarding this procedure contact the Diocese of Tyler 903-534-1077 ext 188 or [m.flores@dioceseoftyler.org](mailto:m.flores@dioceseoftyler.org). God bless you as we all work together to provide a safe environment for all those who are ministered to in the name of the Church.