

# Memo

**Diocese of Tyler**

**To:** Priests, Faith Formation Leaders, Deacons - Diocese of Tyler

**From:** Reverend Gavin N. Vaverek, JCL, Promoter of Justice

**Date:** August 1, 2006

**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 issued an *Acceptance Certificate for Service*.

Thirty individuals have been appointed by Bishop Alvaro Corrada, SJ and trained by the Promoter of Justice to provide this training. Only Certified Trainers may present the Basic Training and Re-Certification Training sessions to satisfy the requirements issued by the diocese.

There are opportunities scheduled this summer 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 for all new church personnel both paid or volunteer who minister with minors and it is three hours in length.

A reminder that : The 30 minute **Awareness Training** Video for initial training of those who do not have supervisory responsibilities for minors was sent 3 years ago to every parish and mission. If you are in need of this video you may contact Len Luscomb at [lluscomb@sbcglobal.net](mailto:lluscomb@sbcglobal.net) to purchase an additional copy. Anyone who has an ACS without restrictions may supervise the Awareness Training. After three years these people must also attend Re-Certification Training; their restrictions will remain.

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 Faith Formation secretary [calligood@dioceseoftyler.org](mailto:calligood@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 \$.45 / mile** traveled if the trainer must travel outside their city of residence.

If you have any questions or concerns regarding this procedure contact the Business Office at the Diocese of Tyler 903-534-1077 or the Office of Faith Formation at 903-266-2146. 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.