

## Saint Philip and Saint James Volunteer

Dear Parent/Volunteer,

Thank you for offering to volunteer your time to support the Church of Saint Philip and Saint James and Saints Philip & James School. Please complete the following 4 steps in order to be a volunteer in Church or School programs. **All steps must be completed prior to beginning any volunteer activity.**

- Volunteer Application
- Set up a Virtus account
  - Please use this link to set up your Virtus account.

[https://www.virtusonline.org/virtus/reg\\_2.cfm?theme=0&org=17046](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=17046)

You will register for your Protecting God's Children seminar here.

- Please submit your certificate when completed.
- Once your Virtus account has been established, it will direct you to

[Selection.com/FASTTRAX](http://Selection.com/FASTTRAX) for a background check. Fingerprinting is no longer required.

● Code of Pastoral Conduct: This can be found online through the diocesan website:  
[www.diometuchen.org](http://www.diometuchen.org)

- Choose> Offices & Ministries
- Choose> Child & Youth Protection
- Choose> Policies & Forms

■ Click and read: Code of Pastoral Conduct

■ Click, print, sign, and return to me: Acknowledgement Form

Submit all paperwork (originals or copies) to the church or school office. These are confidential forms and should not be shared with others.

Any questions or concerns can be emailed to [clearances@spsj.org](mailto:clearances@spsj.org) .

Thank you,  
Nancy Ensley

Background Coordinator  
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