

**MATRIX
BACKGROUND SCREENING/VIRTUS TRAINING**

GUIDELINES

| | Background Screening Application | Abuse Registry Form | Code of Conduct Acknowledgement | VIRTUS Training Required | VIRTUS Continued Training Required | Vulnerable Adults Training |
|--|--|---------------------------|---------------------------------------|--------------------------------|---|----------------------------------|
| Camp: Cooks | Y | Y | Y | Y | N | |
| Camp: Counselors (STM) <18 yrs (Minor) | Y | N | Y | Y(Teen Training) | N | |
| Camp: Counselors (STM) >18 yrs (Minor) | Y | Y | Y | Y | N | |
| Camp: Directors | Y | Y | Y | Y | Y | |
| Camp: Staff | Y | Y | Y | Y | Y | |
| Campus Ministers | Y | Y | Y | Y | Y | |
| Catholic Charities: Staff | Y | Y | Y | Y | Y | |
| Catholic Charities: Volunteers | Y | Y | Y | Y | N | |
| Chaperones: Daytime events | No requirements | | | | | |
| Chaperones: Overnight events | Y | Y | Y | Y | N | |
| Child Care Director | Y | Y | Y | Y | Y | |
| Child Care provider | Y | Y | Y | Y | Y | |
| Coaches: Paid | Y | Y | Y | Y | Y | |
| Coaches: Volunteer | Y | Y | Y | Y | Y | |
| Deacons | Y | Y | Y | Y | Y | |
| Deacon spouse | Y | Y | Y | Y | Y | |
| Diaconate | Y | Y | Y | Y | Y | |
| Diaconate spouse | Y | Y | Y | Y | Y | |
| Diocesan Staff: All other | Y | Y | Y | Y | N | |
| Diocesan Staff: Contact w/ children | Y | Y | Y | Y | Y | |
| Diocesan Staff: Dept Directors | Y | Y | Y | Y | Y | |
| Generations of Faith Leader, RCIA Coordinator | Y | Y | Y | Y | N | |
| Parish Staff: Business Manager, Office Manager | Y | Y | Y | Y | Y | |
| Parish Staff: Director of Parish Life | Y | Y | Y | Y | Y | |
| Parish Staff: Maintenance/Custodian/Janitor | Y | Y | Y | Y | N | |
| Parish Staff: Secretary, Bookkeeper | Y | Y | Y | Y | N | |
| Parish Staff or Volunteer: DRE, Catechetical Leaders | Y | Y | Y | Y | Y | |
| Parish Staff or Volunteer: Youth Minister Director | Y | Y | Y | Y | Y | |
| Parish Staff or Volunteer: Music Ministers (involving youth) | Y | Y | Y | Y | N | |
| Parish Staff or Volunteer: Advocate for Disability Inclusion | Y | Y | Y | Y | Y | Y |
| Parish Staff (Minor) | N | N | Y | Y(Teen Training) | N | |

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|---|--|---------------------------------|---------------------------------------|--------------------------------|---|
| Parish Volunteer: Catechist, CCD, RE Teacher, Faith Formation | Y | Y | Y | Y | N |
| Parish Volunteer: Student helper for RE <18 yrs (Minor) | Y | N | Y | Y(Teen Training) | N |
| Parish Volunteer: Vacation Bible School | Y | Y | Y | Y | N |
| Parish Volunteer: Vacation Bible School students helpers < 18 (Minor) | Y | N | Y | Y(teen Training) | N |
| Parish Volunteer: Youth Ministry | Y | Y | Y | Y | N |
| Parish Volunteer: Prayer/Healing Team Member | Y | Y | Y | Y | N |
| Parish Volunteer: Prayer/Healing Team Leader | Y | Y | Y | Y | Y |
| Pastoral Associates/Ministers | Y | Y | Y | Y | Y |
| Pre-school teachers | Y | Y | Y | Y | Y |
| Priests | Y | Y | Y | Y | Y |
| School Staff: Activity Sponsors: Paid | Y | Y | Y | Y | Y |
| School Staff: Activity Sponsors: Volunteer | Y | Y | Y | Y | Y |
| School Staff: Administration | Y | Y | Y | Y | Y |
| School Staff or Volunteer: Athletic/activities directors & athletic trainers, All coaches | Y | Y | Y | Y | Y |
| School Staff: Bus Drivers | Y | Y | Y | Y | Y |
| School Staff: Business Manager, Office Manager, Bookkeeper | Y | Y | Y | Y | Y |
| School Staff: Lunchroom/Crossing Guards | Y | Y | Y | Y | Y |
| School Staff: Maintenance/Custodian/Janitor | Y | Y | Y | Y | Y |
| School Staff: Secretary | Y | Y | Y | Y | Y |
| School Staff: Substitute Teachers | Y | Y | Y | Y | Y |
| School Staff: Teacher Associate/Aides | Y | Y | Y | Y | Y |
| School Staff: Teacher, Counselor, Media Specialist | Y | Y | Y | Y | Y |
| School Staff: Employed by others (school nurse) | Y | Y | Y | Y | Y |
| School Staff: Employed by others (Title 1 teacher) | Y | Y | Y | Y | Y |
| School Staff (Minor) | N | N | Y | Y(Teen Training) | N |
| School Staff: All Other | Y | Y | Y | Y | Y |
| School Volunteer: Hall Monitors | Y | Y | Y | Y | Y |
| School Volunteer: Lunchroom | Y | Y | Y | Y | Y |
| School Volunteers | Y | Y | Y | Y | Y |
| School Volunteers (Minor) | N | N | Y | Y(Teen Training) | N |
| School: Parent/Respite Worker | No requirements | | | | |
| Scout leaders: Church sponsored | Y | Y | Y | Y | N |
| Scoutmasters: Church sponsored | Y | Y | Y | Y | Y |
| Seminarians | Y | Y | Y | Y | Y |

11/07/2024

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