

Diocese of Dallas
Safe Environment Program for Schools and
Parishes

St. Francis of Assisi Catholic Community
Adult Continuing Education

Online Training Seminar

2008-2009 year

Please note:

This is a training renewal option. If you have not already attended the Family of Faith Safe Environment Training session held at the parish center or another parish you must attend the session. You can then use this option to renew for next year. Please refer to our bulletin for session dates and times.

Instructions

1. Read this material and complete one of the web site seminars.
2. Print the “comprehensive self-evaluation” from the online course and fill in your answers as you complete the test online.
3. Fill out and sign the signature form. (In order to receive credit, be sure to print your name **legibly**.)
4. Return the completed evaluations and signature form to the church office (mail or drop off).

By doing so, you will have fulfilled your annual training requirement that is mandated by our parish’s Safe Environment Program.

Note to Volunteers and Employees

As you know, you previously completed the initial core training requirements of our Safe Environment Program when you attended an awareness session as part of being screened and cleared for service. This packet provides you with additional information related to child safety and protection issues, as well as expands upon and/or updates information that you learned about or received when you attended the Safe Environment Awareness session.

Our Mandate

As you learned when you attended the awareness session, our Diocese and parish have each accepted that as Christian adults, we all have a moral and legal responsibility and are entrusted by God with the spiritual, emotional, and physical well-being of children. As they participate in activities within or sponsored by our Diocese and parish, it is our responsibility and commitment to provide an environment that is safe and nurturing.

Our Parish's Commitment

We are committed to assuring that all clergy, employees, and volunteers who serve in our church or school receive appropriate ongoing training to help them meet their responsibilities for providing an environment that is safe for children. We hope you will find this information helpful for increasing your knowledge and awareness of these issues. If there is anything in these materials about which you have questions or comments, please do not hesitate to contact the Safety Officer at 972-712-2645 ext.228 or via email at gmilich@stfoafrisco.org.

Mandate to report under the policy of the Diocese of Dallas:

The Diocese, through its schools, institutions, agencies, and organizations, has numerous daily contacts with many children. It is, therefore, most important that all persons responsible for the care of children, particularly all staff members of parishes, schools, and agencies in the Diocese of Dallas, protect the rights of children and be alert to the possibility for child abuse. It is the policy of the Diocese of Dallas not only to fulfill the reporting law but to cooperate fully with the investigating civil authorities. Individuals must report incident or suspicions of sexual misconduct or sexual harassment. Situations involving minor children must be reported to Texas Child Protection Services at 1-800-252-5400 or in emergency to the appropriate police authority, usually by calling 911. Individuals with knowledge about violations of Diocesan policy should call the Chancellor or the Risk Manager of the Diocese at 214-528-2240, or they may write to them at the Diocese of Dallas, P.O. Box 190507, Dallas, TX 75219.

DIRECTIONS FOR USING WEBSITE OPTION

1. Go to: www.churchlawtoday.com
2. Choose “**Congregational Training**” on the pull-down menu at the right of the screen.
3. Key in the login and password in the center of the screen

Your login name = Dallas (use capital D)

Your password = Diocese (use capital D)

4. Click on the “Go” button
5. Choose a seminar.
Page down on the screen above to see all the seminars available. You may choose any **ONE** of the “seminars”. Click on the seminar you want. Note that each seminar contains multiple lessons - - pick the seminar that is of most interest to you **AND** which fits your time constraints.
6. After you select **ONE** of the seminars, you will see a list of each of the lessons included. You must do all the lessons within that seminar.
7. Take the self evaluation practice quiz for the each lesson – this helps you remember what you have learned.

(The online test lets you know immediately if you choose the correct answer and if not, gives you additional information about why your answer is incorrect.)

Repeat this process until you have completed all lessons and self evaluations in the seminar you have chosen. You **MUST** complete **ALL** lessons under at least **ONE** seminar in order to receive training credit!

Print the “comprehensive self-evaluation” from the online course and fill in your answers as you complete the test online.

Attach and return your “Comprehensive self-evaluation” and the Online Training Seminar Signature Form to the office.

St. Francis of Assisi Catholic Community
2008-2009 Safe Environment Program Training Renewal
Online Training Seminar Signature Form

Name: _____

Email: _____

Complete Online Seminar

Please fill in the name of the seminar you studied and place a check mark next to the lessons completed.

(You must complete ALL LESSONS under at least ONE SEMINAR in order to receive training credit.)

Lesson(s): 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ 6 ___ 7 ___

I have accessed the website www.churchlawtoday.com and attached the completed Comprehensive Self-Test. _____ (Initial)

I understand that by completing the seminar above, I have met the annual training requirements under our parish's Safe Environment Program. If there is anything I do not understand or if I have any questions about anything I was exposed to in the seminar I chose, I will contact Ginny Milich at 972-712-2645 ext. 228 or via email at gmilich@stfoafrisco.org for more information.

Signature: _____ Date: _____