**DIOCESE OF NEW ULM**

**SAFE ENVIRONMENT TEAM**

**Updated April 2017**

**Sherry Kalow, Lead Safe Environment (VIRTUS) database manager**

**skalow@dnu.org**

**507-233-5308**

1. Assists with overseeing the VIRTUS database to track compliance with Safe Environment requirements for all priests, Pastoral Administrator, deacons, seminarians, employees, and volunteers (about 4,800 active individuals), whether they are associated with the diocese, parishes, or schools.
2. Receives and responds in a timely way to numerous e-mails and phone calls regarding VIRTUS user accounts, status of compliance, and procedures to complete online training.
3. Enters numerous VIRTUS account changes as they are reported.
4. Processes and follows-up on all background checks—records the results of criminal background checks, BCA background checks, credit checks, and motor vehicle checks.
5. Reconciles background-check company billing and processes charges to parishes and organizations.
6. Records attendance of individuals at VIRTUS training sessions.
7. Assists with overseeing compliance of ongoing online training; sending group email notices as requested by Coordinator and making follow-up individual emails and telephone calls.
8. Participates as a Safe Environment team member in fulfilling all necessary components of the team as called upon.
9. Oversees process for required approvals for proposed visiting clerics participating in Sacramental worship events and as mission speakers; oversees the safe environment clearance approval for individuals presenting at youth gatherings, and follows through in regards to their approval to program directors or the local pastors.

**Jeovana Michels, Safe Environment Program Assistant**

**jmichels@dnu.org**

**507-233-5302**

1. Assists with the document editing and preparation of correspondence, policies, and procedures related to needs of the Coordinator of Safe Environment, including the safe environment manual. Assists with their distribution as necessary.
2. Prepares continuing training materials on a quarterly basis for retired priests who do not have online access or do not work with computers. Enters completion data in the VIRTUS database as forms are returned and maintains file of completed forms.
3. Schedules diocesan VIRTUS training sessions throughout the diocese.Makes contacts to secure a facilitator for each training session, and provides session details and handouts to them. Publicizes the new session to local Safe Environment Coordinators.
4. Sends e-mail reminders to session registrants 3 – 5 days prior to session being held.
5. Prepares and processes invoice billing of facilitator training.
6. Maintains and monitors spreadsheet information on schools, religious education programs, instructors, and enrolled children for children’s training.
7. Prepares, mails, and documents return receipt of year-end compliance affidavits required of pastors of all parishes and schools, and other applicable groups
8. Participates as a Safe Environment team member in fulfilling all necessary components of the team as called upon.

**Linda Harper-Reising, Diocesan VIRTUS Facilitator** (Works off-site)

Contact: Jevana Michels (jmichels@dnu.org)

1. Provides a two-day training for forming new facilitators for the Diocese as requested by the Coordinator.
2. Facilitates VIRTUS sessions as needed throughout the Diocese when another facilitator is not available to be scheduled in the area.

**Karla Cross, Safe Environment Coordinator**

**kcross@dnu.org**

**507-233-5323**

1. Oversees all aspects of the responsibilities of the identified Safe Environment team.
2. Organizes and facilitates regional meetings for Pastoral Leaders, local Safe Environment Coordinators, Principals, and catechetical leaders, to provide updates on safe environment policies and procedures.
3. Consults with Bishop’s Delegate in Matter Pertaining to Sexual Misconduct to determine action to be taken in response to issues arising from an individual’s background check. Consults with diocesan legal counsel if further information or clarification is need to reach a decision.
4. Informs Pastoral Leaders of any decision regarding the inability of an individual to serve as an employee or volunteer, or any restrictions on an individual’s ministry in keeping with the requirements for the Fair Credit Reporting Act.
5. Monitors the maintenance of safe environment archives in all formats (including paper and electronic documents) according to diocesan policy and legal requirements.
6. Facilitates the completion of the Safe Environment portion of the annual audit (Audit period ends June 30 annually). Gathers, tabulates, and prepares information for the safe environment portion of the audit. Serves as a resource to the auditors for onsite safe environment audits.
7. Works with the Safe Environment Committee to simplify reporting process for parishes and schools.
8. Oversees updating of safe environment information on the diocesan Web site.
9. Keeps pastoral leaders and parishes up to date on developments with the program through messages in the weekly UPDATE.
10. Monitors the USCCB list serve on a regular basis and informs the diocesan Safe Environment Committee of pertinent information.
11. Attends USCCB and VIRTUS safe environment conferences, audit conferences, or online workshops as needed.
12. Makes visits to parishes and schools as necessary to monitor compliance.
13. Works with local Safe Environment Coordinators, Pastoral Leaders, other diocesan office directors, and the Bishop’s Delegate in Matters Pertaining to Sexual Misconduct to resolve compliance issues—works to ensure compliance with worker and children’s training components of the program.
14. Communicates non-compliance status to those overseeing unresponsive non-compliant individuals.
15. Produces and compiles year-end VIRTUS account reports as well as any other necessary reports.