

**Diocese of Gary**  
**July 1, 2016 – June 30, 2017**  
**Audit Report Instructions**

**PLEASE NOTE:** Those persons who have contact with children should have attended a *Protecting God's Children* training session, completed a background check, AND registered with VIRTUS® online to read their monthly bulletin. The Diocese of Gary requires 24 monthly bulletins to be in compliance.

**OPTION:** The Schedules, Instructions, Checklist and Report Form may also be downloaded from the diocesan website, (*Protecting Children: Protecting Children Resources: Diocese of Gary 2017 Safe Environment Audit Instrument*), saved to your computer, and then **emailed** to Cheryl Grandys, cgrandys@dcgary.org when they have been completed. **Only charts submitted in this electronic Excel format will be accepted.**

**PLEASE LIST PEOPLE ONLY ONCE.**

**Many of our employees are also volunteers; many of our volunteers have more than one position. Choose their primary role.**

For this report, only submit names of adults (18 years of age and older) who have been employed (**B**) and/or who have volunteered (**C**) from **July 1, 2016 through June 30, 2017**.

► **Schedule B: Paid Employees** (*other than clergy, deacons, school principals and teachers*)

Complete Schedule B with the names of all employees, whether full or part time, of the parish and/or school that were employed through **July 1, 2016 to June 30, 2017** and who are not clergy, deacons, school teachers, or principals. This includes parish employees: pastoral associate, secretary, business/office manager, bookkeeper, DRE, Youth Minister, liturgist, music coordinator, pastoral minister, etc.

Schedule B should include non-certified school employees such as substitute teachers, teacher aides, extended care workers, food service, librarians, and paid coaches.

For purposes of this report, **employees** are defined as all people who receive a regular paycheck or stipend from the parish and/or school in return for work performed. Include casual employees if they work more than one day a year. Summer employees should also be listed; their minimal requirement would be to have a background check on file. Do not include those people who no longer work for the parish and/or school in the given time period.

New employees are given sixty (60) days to attend a *Protecting God's Children* training session, but must have a criminal background check prior to beginning work. A "Request for Indiana Limited Adult Criminal History Information" form for a background check is to be filled out at the time of application.

► **Schedule C: Volunteers**

**NOTE: There are 2 Schedule C's**

- 1. Parish/Religious Education listing**
- 2. School listing (if applicable)**

Complete Schedule C with the names of all non-salaried volunteers including catechists, volunteer youth ministers, volunteer coaching staffs, and parent volunteers who have contact with children and who volunteered through **July 1, 2016 to June 30, 2017**. Include those adults who volunteer for:

- Religious Ed./Formation programs (Catechists)
  - Youth Ministry
  - Vacation Bible School
  - Migrant Ministry
  - Liturgy of the Word for Children
  - Nursery
  - Parent classroom aides
  - Playground Monitors
  - Lunchroom/Cafeteria Volunteers
  - Volunteer coaching staffs
  - Chaperones
  - Altar Server trainers
  - Any other programs where adults interact with children
- Paid Coaching staff are listed on Schedule B

People who teach in Religious Education programs, regardless of the position name the parish may give them, are to be counted as a *Catechist*. Minors may not be in charge of minors, so Catechists must be over the age of 18. Catechists and catechist aides are considered volunteers, listed on Schedule C.

### ► **Schedule D: ONLY Principals and School Teachers**

Complete Schedule D with the names of all school teachers and the principal who were employed during the **2016-2017** school year.

All non-certified and paid school personnel (secretaries, teacher aides, librarians, custodians, food service, etc.) should be listed on Schedule B as employees.

New hires are given sixty (60) days to attend a *Protecting God's Children* training program.

As of June 1, 2009 all new hires: (principals and teachers) will be responsible for a negative pre-employment drug test prior to beginning a teaching position within the Diocese of Gary Catholic Schools. Additionally, effective July 1, 2009, the Indiana Dept. of Education has implemented a requirement for an expanded criminal history check (a live fingerprint scan) on all applicants, certified and non-certified, for school employment. Results from the screening tests will be recorded in the VIRTUS database and placed on file with the Schools Office.

### ► **Schedule G: Action Plan**

Complete schedule G with the names of all employees, volunteers, catechists, and teachers who are not yet in compliance and an intended date to become compliant. The parish is to use this list to determine when the parish/school is in compliance. That information should be sent to Cheryl Grandys, c/o Diocese of Gary Benefits Office when the training and background check are complete.

### ► **Audit Checklist**

Check the box as you double check each item as it is completed. Keep on file with your copy of the 2016-2017 Pre-Audit materials. You do not need to send this form into the Diocese at this time. Answers to these questions will be part of the final year-end audit.

**Fax, Mail or E-mail all schedules by Friday, June 2 to:**

**Cheryl Grandys  
Diocese of Gary, Benefits Office  
9292 Broadway  
Merrillville, IN 46410  
(219) 769-9292, Ext. 277  
(219) 650-4265 Fax  
cgrandys@dcgary.org**