

## VIRTUS

All Adult Volunteers in any capacity must register through Virtus Online ([www.virtusonline.org](http://www.virtusonline.org)).

Volunteers **without** substantial contact with children:

### **Adult Volunteers – (18 years of age and older)**

1. Register as a volunteer at [www.virtusonline.org](http://www.virtusonline.org).
2. Select organization: Catholic Dioceses, then Baltimore Archdiocese.
3. You will provide demographic information, including contact information.
4. You will create a login ID and password.
5. Next you will select your affiliation. Since you will be not working with children, please select “volunteer with no substantial contact”.
6. At this time, you will follow the prompts on the screen.
7. You will be asked to read the Code of Conduct for Church Personnel and A Statement of Policy for the Protection of Children and Youth.

All volunteers with **substantial contact with children** must adhere to the following procedures:

### **Adult Volunteers – (18 years of age and older)**

1. Register as a volunteer at [www.virtusonline.org](http://www.virtusonline.org).
2. Select organization: Catholic Dioceses, then Baltimore Archdiocese.
3. You will provide demographic information, including contact information.
4. You will create a login ID and password.
5. You will select your role. Since you will be working with children, please select “volunteer with substantial contact”.
6. At this time, you will follow the prompts on the screen.
7. If you plan on volunteering in more than one parish, then please be sure to list all the parishes and schools where you will be volunteering.
8. You will be asked to read the Code of Conduct for Church Personnel and A Statement of Policy for the Protection of Children and Youth.
  - a. Please note that the scenarios and questions in the Policy section are not the same as the required training course, which has more in-depth scenarios and training.
9. You will need to take the training course. The training that you need to take is **Protecting God's Children® Online Maltreatment Awareness Session 3.2 Baltimore**. You can stop the course and start back exactly where you left off.
10. You will be prompted to complete a background check via Employment Screen Resources (ESR)'s secure website.
11. The parish will verify your references.

### **Volunteers – (14 -17 years of age) – do not do anything online.**

1. Application for Volunteer Service signed by parent or guardian and the youth volunteer completed and submitted. – orange application.
2. Volunteer reviews the Code of Conduct for Church Personnel and the Statement of Policy for the Protection of Children and Youth at <http://www.archbalt.org/about-us/child-youth-protection/general-information/index.cfm>.
3. Volunteer provides three (3) references on the application with addresses and phone numbers to be checked and documented.
4. Volunteer must receive Worthy of The Call training thru parish or school. Please call the parish to schedule a time.

### **Volunteers under 14**

1. They do not need to do anything.

**\*\*\* If you need your current dates of training and background checks or have any questions, please call Jennifer Ehrlich at (410) 592-6206, ext 104. \*\*\*\*\***