



SAINT PETER CHURCH
1891 Kaneville Road • Geneva, Illinois 60134-1898

Phone (630)232-0124
Fax (630) 232-9262

Date: 10/27/11

Dear St. Peter Volunteer,

*Please return your paperwork promptly.
Failing to return the proper documents
costs the parish money in auditing,
supplies and employee rework. Your
cooperation is greatly appreciated!*

Thank you for giving your time and talent to the awesome ministry of being a disciple of Jesus. All volunteers at St. Peter are required to complete certain documents in order to help ensure a safe environment. Listed below are requirements for volunteers who work with and/or around children:

- * **Conviction Information Name Check Request** (return completed form)
- * **Pastoral Code of Conduct** (keep booklet, return completed signature sheet)
- * **Protecting God's Children** training - Go to www.virtusonline.org and click **Registration** for on-line training. Please print 2 copies of the certificate of completion - one for your records and one for parish records. For a schedule of face-to-face sessions in the Rockford Diocese, go to www.ceorockford.org and click on the **PGC** tab. **IF YOU HAVE ALREADY ATTENDED THIS TRAINING AND WE INDICATE OTHERWISE, PLEASE CALL OR PROVIDE A COPY OF YOUR CERTIFICATE OF COMPLETION.**
- * **Sexual Misconduct Norms** (keep booklet, return completed form in back of booklet)
- * **Mandated Reporter Status** (return completed form)
- * **Annual Verification Form** (return completed form.) This **MUST** be completed **EVERY YEAR** after all other requirements listed above have been received.

Direct any questions regarding this paperwork to the Parish Center @ 630/232-0124 and ask for Lisa O'Leary-Volk or send an email to database@stpetergeneva.org. God bless you and your loved ones!

Peacefully Yours,
Lisa O'Leary-Volk
Database Manager &
Volunteer Compliance Coordinator

You may return paperwork to one of the following locations:

Parish Center
School Office
RE Office
RE/School drop box located outside
main entrance to St. Peter School.

a community of faith, celebration and compassion