

St. Richard of Chichester

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March 16, 2009

Dear St. Richard Parish Volunteer,

The Office of Healing and Prevention in the Diocese of Worcester has recently mandated that every parish in the Diocese appoint a Safe Environment Coordinator. Having been appointed to that role at St. Richard Parish, and I am writing to tell you about how the Safe Environment program works.

In order to ensure that we offer a safe place for our children to learn and worship, all church staff, ministers and volunteers who work, in any capacity, are asked to complete three steps in the Safe Environment Training program:

1. Complete a **CORI** background report, which is submitted confidentially through the Diocese Office for Healing and Prevention. Complete the form and return it, ***in person***, with picture identification to the parish office. This needs to be renewed every three (3) years.
2. Read the **CODE OF MINISTERIAL CONDUCT** and return a signed acknowledgement to St. Richard parish office. This needs to be done only once.
3. Attend a **SAFE ENVIRONMENT TRAINING WORKSHOP**; this program educates adults about detecting and reporting child and adult abuse. Please see the enclosed notice for the times of the workshop. Complete the lower portion of the form and return it to the parish office. This step needs to be done only once.

Many of our staff, ministers and volunteers have completed some, or all, of the steps in the Safe Environment Training Program. It is my responsibility to see that all parts of the Safe Environment Program are completed and the records are maintained. If you have not completed any of the steps, the necessary information is enclosed. This may be seen as burdensome but, it is a Diocesan mandate that must be met by all parishes. I understand that this is a cumbersome process and I appreciate your willingness to complete all the steps in the Safe Environment Program. Your speedy completion of the necessary components will ensure that our parish is in total compliance with the Diocese of Worcester mandate.

Thank you for taking your time to work for the betterment of our parish. May God bless each of you.

Sincerely,



Kathleen Chiavaras
Safe Environment Coordinator
978-365-5635