

**Diocese of Winona-Rochester**  
**Fiscal year July 1 through June 30**  
**SAFE ENVIRONMENT Audit Period**  
**Audit Directions**

***Audit due Last Friday in May.***

1. The **Audit Schedules**: This Excel spreadsheet has four tabs that need to be completed. Not all tabs are applicable to all locations. *This is to be returned to Rosalie Beyer rbeyer@dowr.org at the Office of Safe Environment in the EXCEL format.*
2. The **Program and Standards Verification**: this form is to be completed and signed **ONLY** by the Pastor or Principal of the location.

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**The below information pertains to the completion of the Audit Schedules (Excel)**

**Many of our employees are also volunteers; many of our volunteers have more than one position. PLEASE LIST PEOPLE ONLY ONCE ON THE AUDIT.**

**Clergy:** The Safe Environment Office maintains this information. Background checks, VIRTUS trainings, etc.

**Schedule A: Employees (do not list clergy, schoolteachers, principals, or coaches)**

Complete Schedule A with the names of all employees whether full or part time of the parish or school. This should include all employees that were employed as of **the last Friday in May**.

For purposes of this report, employees are defined as all people who receive(d) a paycheck from the parish or school in return for work performed. **Do not** include volunteers who receive a stipend.

New employees must have a criminal background check prior to beginning work. A background check authorization form must be completed at the time of application along with signing the Diocesan Code of Conduct. They must complete the VIRTUS *Protecting God’s Children Online Awareness Session 4.0* training.

**Schedule B: Volunteers (Include Catechists, LECTORS, EUCHARISTIC MINISTERS, VBS, CHILDRENS LITURGY, etc.)**

Complete Schedule B with the names of all volunteers. Include those adults who volunteer for Youth Ministry, Vacation Bible School, Migrant Ministry, Catechists, Liturgy of the Word for Children, Parish Nursery, Children’s Choir, or any other programs where adults interact with children. Include names of chaperones, parent classroom aides, playground monitors, and lunchroom/cafeteria volunteers. Do NOT list Coaches. Coaches paid or volunteer are listed on Schedule C.

People who teach children in Religious Education programs, regardless of the name the parish may give them, are to be counted as a Catechist. Catechist aides are considered volunteers.

This should include all employees that were employed as of **the last Friday in May**.

## Schedule C: School Teachers, Coaches, and Principals

Complete Schedule D with the names of all current schoolteachers, principals, and coaches. All other school personnel (substitute teachers, teacher aides, librarians, bus drivers, custodians, food service, etc.) should be listed on Schedule A as Employees.

New hires must attend a VIRTUS live *Protecting God's Children* training program BEFORE they can work with children.

### Coaches

If your school has coaches please list them on Schedule C, whether they are paid or unpaid. List coach as "volunteer" or coach "paid" in the position column. **Coaches MUST complete the VIRTUS online training prior to working with children.**

### Circle of Grace Training Report **This is due to the office of Safe Environment by the end of December.**

Complete report with the number of students by grade level in our schools, Religious Education and/or Youth Ministry programs.

**NOTE:** Circle of Grace Classes are required of all parishes and all schools **every** year.

- a. Column B -- List the number of students enrolled in each grade level;
- b. Column C -- List the number of students present.
- c. Column D -- List the number of students who opted out of the program; **a signed opt out form for each student must be on file at the parish or school office each year for documentation.** The opt out option should not be offered unless someone asks.
- d. Column E – List the date the session was taught in Column E.

Many of our employees are also volunteers; many of our volunteers have more than one position. **PLEASE LIST PEOPLE ONLY ONCE** in the category of highest importance.

**PLEASE RETURN COMPLETED AUDIT TO MARY HAMANN BY THE LAST FRIDAY IN MAY.**