ST. PAUL VI PARISH

Bishop Timothy J. Lyne
Pastoral Center
40 East Burlington Street
Riverside, IL 60546
708.447.1020
www.stpaulviparish.org

July 1, 2026

Dear Families of St. Mary School Students,

We are so grateful that you have chosen St. Mary School and St. Paul VI Parish to accompany your child and family on their educational and faith journeys in the upcoming 2026-2027 school year. We know that when we work together, we can achieve great things!

One of the most important things is the safety of all the children who go to our school, and the Archdiocese of Chicago has implemented many protocols to ensure that every child is safe while they are in our care.

Please see the attached documents for all the information regarding how to become and maintain compliance this year, and in the years to come. We are going to streamline the process for office staff and ensure compliance by certifying that everyone is compliant on the **FIRST day of each month**. If you are compliant, on the first day of the month, the school office will receive a list with all those names, and you will be certified for the entire month. Please verify your compliance regularly, such as when you receive your monthly bulletin. If you are not compliant, we will recheck everyone on the **FIRST** of the next month and issue a new list. If you are not compliant, you will have the entire month to become compliant and begin volunteering on the FIRST of the next month.

You may ask, why must I do all these things? The answer is very simple: we want to ensure the safety of all the children in our school, and to do that, everyone who enters our buildings must complete the same process. Every layer of protection is meant to ensure that all the adults who work and volunteer with our children are safe. This means we all need to do our part and complete the entire process.

If you have any questions regarding compliance, please contact:

Christine Alfred, Site Administrator for St. Paul VI Parish & St. Mary School
calfred@stmaryriverside.org 708-447-1020 X290 or 708-853-1424

Thank you for your support and cooperation!

Christine Alfred
St. Paul VI Business Manager, Virtus Site Administrator

July 1, 2026

Dear Parent-Volunteers,

If you want to volunteer at school for field trips, lunch duty, classroom activities/parties, for scouting, or coaching sports, etc., all volunteers must be Virtus Compliant. Please complete the Protecting God's Children requirements set by the Archdiocese of Chicago.

FOR RETURNING VOLUNTEERS:

Everyone needs to complete the following yearly:

- CANTS 689 form (attached). Return to Chris Alfred. **Do not mail it yourself.**
- Login to read and electronically sign the Standards of Behavior. We do not need a copy of this, but you may turn in a paper copy if that is easier.
- Please check that you do not need to complete any update or recertification training as noted in the Virtus website.

Please sign in to your Virtus account to see if you are missing any other requirements. If your account is inactive, email Chris Alfred (calfred@stmaryriverside.org) the name your account is under along with your user ID or email address so we can have your account reactivated. Once you are reactivated, you will see any requirements you need to fulfill on your home page.

FOR NEW VOLUNTEERS:

All volunteers must create an account at http://www.virtusonline.org. Attached are instructions to complete the requirements. We are part of the Archdiocese of Chicago, listed as Chicago, IL (Archdiocese). Be sure to select St. Mary School- Riverside as your location, when you get to that part of the process.

You will need to:

- Register and attend a Virtus session (online or in person) called Protecting God's Children for Adults (3-hour training).
- Complete a criminal background check (CBC). Follow the prompts in Virtus.
- Please provide one personal and one professional reference. This check will be completed by the school office.
- Electronically sign the Archdiocesan Standards of Behavior.
- Complete the attached CANTS 689 form - a hard copy must be given to Chris Alfred. This is a separate background check run by DCFS. **Do not mail it yourself.**
- Complete the Mandated Reporter Training (MRT). There is a module to complete this training within the Virtus website. Send a copy of your Certificate of Completion to Chris Alfred. If you already are a Mandated Reporter from another location, please send a copy of your Certificate of Completion (within the past 3 years) to Chris Alfred.
- Complete the attached CANTS 22 form, this is an acknowledgement that you recognize that you are a Mandated Reporter – Return to Chris Alfred.
- Read the monthly bulletins and answer the question online. You will be notified by email when a new bulletin is available.

Contact Chris Alfred at calfred@stmaryriverside.org with any questions you may have. You can also call at 708-447-1020; Ext 209 or dial direct 708-853-1424.

Compliance requirement information on the reverse side.

PROTECTION OF CHILDREN

VOLUNTEERS (PARENTS-St. Mary School)

Virtus Account: www.virtus.org

To create a new account choose:

Chicago, IL Archdiocese

please be sure to list St. Mary School-Riverside as your school
(this happens later in the registration process)

Register for Protecting God's Children training

There are in-person trainings -OR-
Choose the online training

Criminal Background Check (CBC)

Automatically run every three years

References – if new, must provide 2 (one professional and one personal)

Protecting God's Children (PGC) – schedule if never taken

Every 3 years – Recertification – A Plan to Protect God's Children 4.0
*Vulnerable Adults Training (VAT) (SPRED, Ministers of Care)

Monthly Bulletins

Please keep these current

Mandated Reporter Training (MRT): within the Virtus website

(all volunteers who work with children must complete)

Every 3 years need to recertify

If you complete this training for other volunteer or professional purposes, please provide a copy of your certificate dated within the last three years.

CANTS Form 22 (accompanies MRT) [Mandated Reporter Training Acknowledgement]

*paper form must be turned in

CANTS Form 689 (yearly) [DCFS Background Check]

*paper form must be turned in

Archdiocesan Standards of Behavior (yearly)

*renewed yearly in Virtus

Questions?

Site Administrator: Chris Alfred; calfred@stmaryriverside.org;
708-447-1020; Ext 209; Direct 708-853-1424

ARCHDIOCESE OF CHICAGO

PLEASE READ THE INSTRUCTIONS FOR COMPLETING CANTS 689 FORMS

- Print the form.
- Fill out all required information.
- Sign the CANTS 689 form with an ink signature. DCFS will not accept any docu-sign or electronic signatures.
- You must sign in cursive. Printed signatures are not accepted by DCFS.
- **Do not** send the CANTS 689 form to DCFS.
- Give the completed CANTS 689 form to your local site administrator.

Site Administrators:
Please do not send this cover sheet to DCFS.

CFS 689
Rev 10/2021

State of Illinois
Department of Children and Family Services

AUTHORIZATION FOR BACKGROUND CHECK

Child Abuse and Neglect Tracking Systems (CANTS)

For Programs NOT Licensed by DCFS

NOTE: Do not use this form if you are an applicant for licensure or an employee/volunteer of a licensed child care facility. Please contact your licensing representative.

Name: _____
Last First Middle

Date of Birth: ☐ – ☐ – ☐ Gender: ☐ Male ☐ Female Race: _____

Current Address: _____
Street/Apt #

_____
City State Zip

If you currently reside in Illinois, please list all previous addresses for the past five years.
OR
If you currently reside out-of-state, please provide ALL Illinois addresses in which you did reside while living in Illinois.

(Street/Apt#/City/County/State/Zip Code)	Dates From/To

Parish/School/Agency: _____

Your Position (Circle One): Priest Deacon Religious Order Lay Employee Volunteer

List maiden name and/or all other names by which you have been known (last, first, middle):

_____ _____
_____ _____
_____ _____
_____ _____

I hereby authorize the Illinois Department of Children and Family Services to conduct a search of the Child Abuse and Neglect Tracking System (CANTS) to determine whether I have been a perpetrator of an indicated incident of child abuse and/or neglect or involved in a pending investigation. I further consent to the release of this information to the agency listed below.

_____
Signed Date

No Electronic Signatures
Handwritten, Pen to Paper Signatures Only

Site Administrators: Please submit by fax OR email

FAX to: 217-782-3991
Scan/Email to: DCFS.ArchDio689@Illinois.gov

safekids@archchicago.org (Submitting Agency Email Address)
Archdiocese of Chicago (Agency Name)
Sarah Nemecek (Contact Person)
P.O. Box 1979 (Address)
Chicago, IL 60690-1979 (City/State/Zip)

Illinois Department of
DCFS
Children & Family Services

ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS

I, _____, understand that when I am employed as a
(Employee Name)

_____, I will become a mandated reporter under the
(Type of Employment)
Abused and Neglected Child Reporting Act [325 ILCS 5/4]. This means that I am required to report or cause a report to be made to the child abuse and neglect Hotline number at 1-800-25-ABUSE (1-800-252-2873) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year.

I understand that in an effort to help mandated reporters understand their critical role in protecting children by recognizing and reporting child abuse/neglect, DCFS administers an online training course entitled **Recognizing and Reporting Child Abuse: Training for Mandated Reporters**, available 24 hours a day, seven days a week.

I further understand that the privileged quality of communication between me and my patient or client is not grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor. This does not apply to physicians who will be referred to the Illinois State Medical Disciplinary Board for action.

I also understand that if I am subject to licensing under, but not limited to, the following acts: the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

_____
Signature of Applicant/Employee

_____
Date

CANTS 22
Rev. 5/2019

Office of the Director
406 E. Monroe Street • Springfield, Illinois 62701
www.DCFS.illinois.gov

ARCHDIOCESE OF CHICAGO

Office for the Protection of Children and Youth

STANDARDS OF BEHAVIOR FOR CHURCH PERSONNEL WHO HAVE CONTACT WITH MINORS AND VULNERABLE ADULTS

Healthy relationships among people are a foundation of Christian ministry and are central to Catholic life. Church personnel in particular must be worthy of public trust and confidence. It is fundamental to the mission of the Archdiocese of Chicago that Church personnel conduct themselves in a moral and ethical manner consistent with Catholic principles.[1]

Church personnel are expected to read, understand and comply with archdiocesan policies and procedures addressing the protection of children and youth including but not limited to those requiring the immediate reporting of all concerns about suspicious inappropriate behavior (whether physical, emotional, psychological or sexual) and boundary violations to their pastor, principal, the chancellor (312.534.8283) or the Vicar General (312.534.8271) and those mandated reporting laws pertaining to the abuse and/or neglect of minors. Clergy conduct applies to both on and off church grounds in both church and non-church sponsored activities.

Therefore, as someone who ministers to minors and/or vulnerable adults, I will maintain a professional role and be mindful of the trust and power I possess as a minister to young people and vulnerable adults. I will not engage in any form of inappropriate conduct with a minor or a vulnerable adult, regardless of who initiates such conduct. Any violation of these Standards of Behavior will result in consequences up to and including dismissal or withdrawal from ministry.

For purposes of these Standards of Behavior, "minor" is any person under the age of 18. "Vulnerable adult" is any adult in a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally, limits their ability to understand or to want or otherwise resist the offense.[2]

To achieve this, **I WILL NOT**:

- Have a personal relationship with any minor or vulnerable adult with whom I also have a professional relationship through my work/ministry/service, even if the minor or vulnerable adult initiates such personal relationship.
- Touch a minor or vulnerable adult in a sexual way or other inappropriate manner such as pinching, brushing the body, pushing, patting, feeling, tickling, rubbing, or massaging.
- Be alone with a minor or vulnerable adult in a residence, rectory, sleeping facility, or any closed room.
- Share any sleeping arrangements such as bed, sleeping bag or small tent with a minor or vulnerable adult.

[1]This language is taken from Policy Book Two, § 605.1.
[2]These definitions come from Policy Book Two.

- Take an overnight trip alone with a minor or vulnerable adult.
- Acquire, possess or distribute any form of sexual material to a minor or vulnerable adult.
- Introduce sexually oriented topics, vocabulary, music, jokes, propositions, recordings, films, games, websites, computer software or entertainment to a minor or vulnerable adult unless it is has been approved by the Office of Protection of Children and Youth and the agency or department responsible for developing the educational content.
- Provide alcohol, cigarettes, marijuana or controlled substances to a minor or vulnerable adult.
- Use, possess, or be under the influence of illegal drugs, or be under the influence of prescription or over-the-counter medication due to misuse.
- Use alcohol when engaged in ministering to a minor or vulnerable adult.
- Engage in physical discipline for behavior management of minors or vulnerable adults.
- Humiliate, ridicule, threaten, harass (verbally or physically), or degrade another person.
- Use profanity or vulgarities in the presence of minors or vulnerable adults.
- Be nude (partially or full) in the presence of minors or vulnerable adults.
- Photograph minors or vulnerable adults without a written consent in the form of a release from a parent or legal guardian.
- Communicate with a minor or vulnerable adult through the use of electronic means, except when delivering information regarding a program, event, or school function. Any such communications shall follow the Archdiocese Electronic Communications Guidelines Applicable to All Groups and the Special Rules for Use of Group Messaging Apps.
- Engage in any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity toward or with a minor to establish a romantic or sexual relationship with the minor. Such acts include, but are not limited to, (i) a sexual or romantic invitation; (ii) dating or soliciting a date; (iii) engaging in sexualized or romantic dialogue; (iv) making sexually suggestive comments directed toward or with a minor; (v) self-disclosure or physical exposure of a sexual, romantic, or erotic nature; and (vi) a sexual, indecent, romantic, or erotic contact with a minor.[1]

MEASURES TO AID OBSERVANCE OF THE STANDARDS OF BEHAVIOR

To help me keep the promises in the Standards, **I WILL**:

- Report any suspected child abuse or abuse of a vulnerable adult, including child pornography, to the proper authorities.
- Avoid gratuitous physical contact with a minor or vulnerable adult. Gratuitous physical contact with minors or vulnerable adults can be misconstrued, especially in private settings. See "Conduct that Is Not Permissible" for examples of prohibited gratuitous physical contact.
- Avoid overnight stays with a minor or vulnerable adult unless there is another adult present in a supervisory role.
- Avoid providing overnight accommodations for minors or vulnerable adults in private residences or rectories.

[1] To the extent any of the foregoing acts are alleged to have been committed by an employee or agent of a school with direct daily contact with a student such acts shall constitute "sexual misconduct" under Faith's Law. 105 ILCS 5/22-85.5(c)

- Avoid driving alone in a vehicle with a minor or vulnerable adult.
- Have more than one child and at least one other adult present when using one's own home for youth work.
- Assume the full burden for setting and maintaining clear, appropriate physical and emotional boundaries in all ministerial relationships.
- Refrain from giving gifts to a minor or vulnerable adult without advance knowledge and approval of the parent, guardian or caregiver.
- Avoid meeting privately with minors or vulnerable adults in rooms, offices, or similar areas where there is no window or where the door does not remain open. If one-on-one pastoral care of a minor or vulnerable adult is needed (e.g. Sacrament of Reconciliation) avoid meeting in isolated locations or closed rooms.
- Adhere to the Archdiocese Electronic Communications Guidelines Applicable to All Groups and the Special Rules for Use of Group Messaging Apps when communicating with minors and/or vulnerable adults via email or other electronic means.
- Ensure that all activities involving minors or vulnerable adults (extra-curricular, catechetical, youth ministry, scouting, athletics etc.) for which I am responsible have been approved in advance by my supervisor or administrator.
- Have an adequate number of adults present at events. A minimum of two adults in supervisory roles must always be present during activities for minors and vulnerable adults.
- Ensure no minors or vulnerable adults are left unattended after program/activity concludes.
- Avoid taking minors and vulnerable adults away from the parish, school, or agency for field trips, etc. without another adult present in a supervisory role. Obtain written parental/guardian permission before such activities. Permission slips must include the type, locations, dates, and times of the activity, and emergency contact numbers of minor's or vulnerable adult's parent, guardian, or caregiver.

PRACTICAL SUGGESTIONS

These are some practical suggestions for identifying permissible and impermissible conduct.

Conduct that May Be Permissible

Appropriate affection between Church personnel and minors and vulnerable adults constitutes a positive part of Church life and ministry. Nonetheless, any touching can be misunderstood and must be considered with great discretion. Depending on the circumstances, the following forms of affection are customarily (but not always) regarded as appropriate and applicable when initiated by the minor or vulnerable adult:

- Verbal praise
- Handshakes
- "High-fives," hand slapping and "fist bumps"
- Brief pats on the shoulder or back
- Hugs (brief)
- Holding hands while walking

- Sitting beside
- Holding hands during prayer
- Pats on the head when culturally appropriate

Conduct that is Not Permissible

Some forms of physical affection have been used by adults to initiate inappropriate contact with minors. In order to maintain the safest possible environment for minors and vulnerable adults, the following are examples of affection that are **NOT TO BE USED**:

- Inappropriate or lengthy embraces
- Kisses
- Holding minors over four years old on the lap
- Touching buttocks, chest, knees, legs or genital areas
- Being with minors or vulnerable adults in isolated areas such as bedrooms, closets, staff-only areas or other private and closed rooms
- Inappropriate physical affection in all places, non-public as well as public
- Being reclined with a minor or vulnerable adult
- Wrestling or tickling minors or vulnerable adults
- Piggyback rides
- Any type of massage given by minor or vulnerable adult to adult, or by adult to minor or vulnerable adult
- Any form of unwanted affection
- Compliments that relate to physique or body development
- Gratuitous application of sunscreen or any other topical salves, ointments etc.

ARCHDIOCESE OF CHICAGO

STANDARDS OF BEHAVIOR ACKNOWLEDGEMENT FORM

Parish/School/Agency

Date

I have received a copy of the **Archdiocese of Chicago Standards of Behavior for Church Personnel**. I have read and understand these Standards of Behavior, and I agree to abide by it. I have also read and understand the "Measures to Aid Observance of the Standards of Behavior" and the "Practical Suggestions" and will employ them to help me observe the Standards of Behavior.

A violation of these standards can result in disciplinary action, up to and including termination of employment/volunteer service.

Signature

Print Name

Position

The Archdiocese of Chicago Standards of Behavior Acknowledgement Form should be signed electronically through the VIRTUS system for verification and recordkeeping. Should the form be printed as a hard copy, the signed original should be maintained in the personnel file at the parish/school.