



St. James Parish

The Love Of Christ In The Heart Of Sewickley
200 Walnut Street
Sewickley, PA 15143

Thank you for volunteering at St. James Parish!

At St. James Parish, volunteers and lay ministers play an integral role in the success of our parish to reach out to all and serve through the many ministries of our parish. There are many opportunities for involvement and volunteering your time and talents are vital to the operation of our parish. We recognize the vast and valuable resources our parishioners have to offer. We encourage you to be involved in our parish family and look forward to serve with you.

The Diocese of Pittsburgh's Safe Environment Policy is a program designed to create a safe environment for children throughout the diocese and here at St. James Parish. These procedures are a means to insure that our school not only fulfills the mandate of the United States Conference of Catholic Bishops as outlined in the *Charter for the Protection of Children and Young People* but also meet the requirements of state and federal law.

The Safe Environment Policy requires that all volunteers who have regular contact with the children of our parish complete the following items:

1. Complete an on-line database application in the diocese of Pittsburgh database www.diopitt.org. Paper applications are available at the rectory office.
2. Attend a Protecting God's Children Session (Sessions are posted on the Diocese of Pittsburgh Website, www.diopitt.org.)
3. Read the *Code of Pastoral Conduct Booklet* (included in Step 1)
4. Read the *Reporting of Child Abuse and The Child Protective Services Law of Pennsylvania Booklet* (included in Step 1)
5. Pennsylvania Criminal Record Check – this will be done for you as part of the on-line database application. (Step 1)
6. Pennsylvania Child Abuse History Clearance – attached, please fill out **Section 1 ONLY** of the clearance form and return to the rectory office. We will send it to Harrisburg for you. **Please fill out the Release form attached to it so that your Pennsylvania Child Abuse History Clearance will be mailed directly to us.**

Our volunteers and lay ministers assist in making Saint James Parish part of the **Church Alive in the Diocese of Pittsburgh**. Father Tom and the entire parish administration greatly appreciate your commitment to the ministries of Saint James Parish. Your efforts in complying with all facets of the Safe Environment Policy help to ensure that our parish, school and all of their respective programs are truly safe environments for all of our children. If you have any questions, please do not hesitate to contact me.

Sincerely,

Susan Ponticello

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St. James Parish Safe Environment Coordinator

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