

Protecting God's Children Facilitator Procedures Archdiocese of Newark

November 2014

**Questions, comments, changes, additions or deletions?
Please contact Karen Clark, Safe Environment Coordinator,
973-497-4254
clarkkar@rcan.org**

Welcome! Thank you for giving your time to help protect our most precious resource – our children. Hopefully, you will find this archdiocesan-specific information here helpful and complementary to your facilitator training session. Please call me at any time if you feel I may be of help to you in your ministry.

Karen Clark
Safe Environment Coordinator

This document has the following sections:

1. **Registering a session**
2. **Obtaining session materials**
3. **Viewing your enrollments**
4. **What to bring to the session**
5. **Where everything goes at session completion**
6. **Answers to some Frequently Asked Questions (FAQ's)**

1. Registering a session

1. Logon to Virtus using your userid and password
2. Go to the Facilitator tab and click on Session Listing on the left



3. Click on Add a New Session

Facilitators Arch

Awareness Sessions

- Session Listing
- Manage Registrations

Location Information

Download Resources

Message Board

Communication Center


Reporting Child Abuse

Policies & Procedures

- My Policies
- My Procedures
- My Forms

Español

Session Schedule



Current Training Scheduled:

Date/Time	Location	Facilitator	Max size
06/02/2009 7:00 PM	OUR LADY OF MOUNT CARMEL (RIDGEWOOD)	Mary Ann Werner	unlimited
06/04/2009 3:00 PM	SETON HALL UNIVERSITY (SOUTH ORANGE)		15
06/09/2009 9:00 AM	ST. CATHARINE'S CHURCH (GLEN ROCK)	Roberta Maguire	25
06/09/2009 7:00 PM	ST. BARTHOLOMEW'S CHURCH (SCOTCH PLAINS)	Patricia Magalhaes	unlimited
06/11/2009 3:00 PM	SETON HALL UNIVERSITY (SOUTH ORANGE)		15

4. Fill in the session information

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Add Training Session:

Training Title:

Language:

Location:

Start Date: (You must use this format: mm/dd/yyyy)

Start Time: :

Number of days:

Maximum Size: (leave blank if there is no size limit)

Length: hours minutes

Facilitator: (optional)

Available Facilitators

- Alberta, Frances
- Allen, Dolores
- Andrade, Paula
- Anello, MaryRae
- Angelo, Michelle
- Arocho, Edwin
- Astarita, Joe
- Bedigalupo, Helen
- Baker, Robert
- Renne, Virginia

Selected Facilitators

Make sure you specify a maximum size if your room is limited in capacity.
 Make sure you specify a contact name and number
 Use the Notes section to indicate special restrictions (e.g., this session is only for parish catechists)

7. Click "Add Session" at the bottom of the form.

Andrada, Paula
 Anello, MaryRae
 Angelo, Michelle
 Arcoho, Edwin
 Asterita, Joe
 Badigalupo, Helen
 Baker, Robert
 Bannon, Virginia

Click to add >>

<< Click to remove

Contact Name: (If blank the name will be: Rosemaria Paoleo)
 Contact Number: (If blank the number will be: 973-487-4011)
 Notes:
(put class restrictions here, ie Priests only)

2. Obtaining Session Materials

To request workshop materials, please contact Yolanda Milczarski at milczayo@rcan.org. Please request the materials at least 2 weeks in advance, so we can get them to you without additional expense for overnight mailing. Order extras, as your roster may grow, and you may have walk-ins. You can save any extras for your next session.

3. Viewing Your Enrollments/Print Sign-In Sheet and Certificates

To view your enrollments, click on Manage Registrations, select your session, and click Continue.

THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

VIRTUS Online™

[My Toolbox](#) | [My Training](#) | [My Library](#) | [Facilitators](#) | [Educators](#) | [My Diocese](#) | [Services](#) | [Administration](#)

Facilitators

- Awareness Sessions
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- Download
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- Policies & Procedures
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Select A Session:

[Upcoming sessions](#) | Past Sessions: [2009](#) [2008](#) [2007](#) [2006](#) [2005](#) [2004](#) [2003](#) [2002](#) [2001](#)

06/08/2009 9 00 AM - (ARCHDIOCESE OF NEWARK PASTORAL CENTER - NEWARK) - Protecting God's Children for Adults

Manage registrations BY USER

[Click here to see a list of users who have registered for a training session.](#)

This will allow you to view pre-registered students, print a sign-in sheet and/or certificates, both of which will have pre-registered students' information already added.

Please ensure you discard any certificates not used (i.e., the person didn't attend the session.)

Remember: EVERYONE at the session gets a certificate if they have stayed the whole time. Bring enough blanks!

4. What to Bring to a Session

- Participant workbooks
- Pens
- Sign in sheet (can be printed when you view your roster on the VIRTUS online site)
- Blank sign in sheet (for 'walk-ins') and Walk In package that you received at my refresher session
- DVD
- Certificates – either pre-printed, or blank for hand writing in attendees' names (in either case, bring blanks for walk-in's). Make sure to discard any pre-printed certificates for no-show's. ***Remember: Every student who attends and stays the whole time gets a certificate before they leave***
- Articles – bring a couple of recent ones, to show people what they would be getting if they chose this way to recertify.
- Emergency kit – some things to consider:
 - i. Nametags with thick marker
 - ii. Index cards and box, if desired, for anonymous questions
 - iii. Extra batteries
 - iv. Tissues
 - v. Adapter to convert 3 prong to 2 prong
 - vi. Flashlight
 - vii. Extension cord / power strip
 - viii. Masking tape (for securing wires to floor; reducing chance of tripping)
 - ix. Computer speaker

5. Where Everything Goes at Session Completion

Mail or fax a copy of all sign-in sheets, any walk-in registration sheets and evaluation forms to:

Yolanda Milczarski
Archdiocese of Newark
Office of Child and Youth Protection
171 Clifton Avenue
Newark, NJ 07104
Fax: 973-497-4001

Give the certificates to the students, and ask them to give to the parishes to put in their employee or volunteer file. Ask that they keep either a copy or the original for themselves.

6. *Answers to Some Frequently Asked Questions (FAQ's)*

- Q: *Can minors attend the session?*
 - A: The session can be attended by those 18 and older. Those between 15-17 may attend, with written parental permission. Those younger than 15 may not attend (this is especially true of elementary school age children brought by a parent who has made no child care arrangements). The exceptions are infants, who may be present.
- Q: *Can the training be done over 2 days or nights?*
 - A: No, the training must be done in one session, for two reasons. One, there is a chance that someone may miss the first session and attempt to come to the second, or miss the second session. Two, the first video is creating a 'wound' and the second video begins to close it. They should be seen at the same session, rather than splitting them over two sessions.
- Q: *How late can people be / how early can they leave and still receive credit for attending?*
 - A: The absolute minimum is that the person must be present for the viewing of both videos in order to get credit.
- Q: *Now that people are recertifying how do the sessions differ from before 2013? time?*
 - A: They need to **sign up using their original Virtus ID**. They should email Karen Clark (clarkkar@rcan.org) to get this information. Also, you need to tell the participants about recertifying at all sessions – they can either go to another session in 3 years, or they can read the monthly articles online and take an annual recertification module (also online). Point out the articles you have brought and ask them to indicate next to their name on the way out (on the sign in sheet) if they want to subscribe to the articles. They have to opt in to get them. No one gets them automatically except Facilitators and Local Safe Environment Coordinators..
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