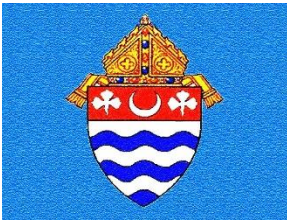


8/27/2022



Protecting God's Children Facilitator Procedures Archdiocese of Newark

August, 2022

**Questions, comments, changes, additions or deletions?
Please contact Karen Clark, Director, Department for the Protection of the Faithful
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

8/27/2022

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.

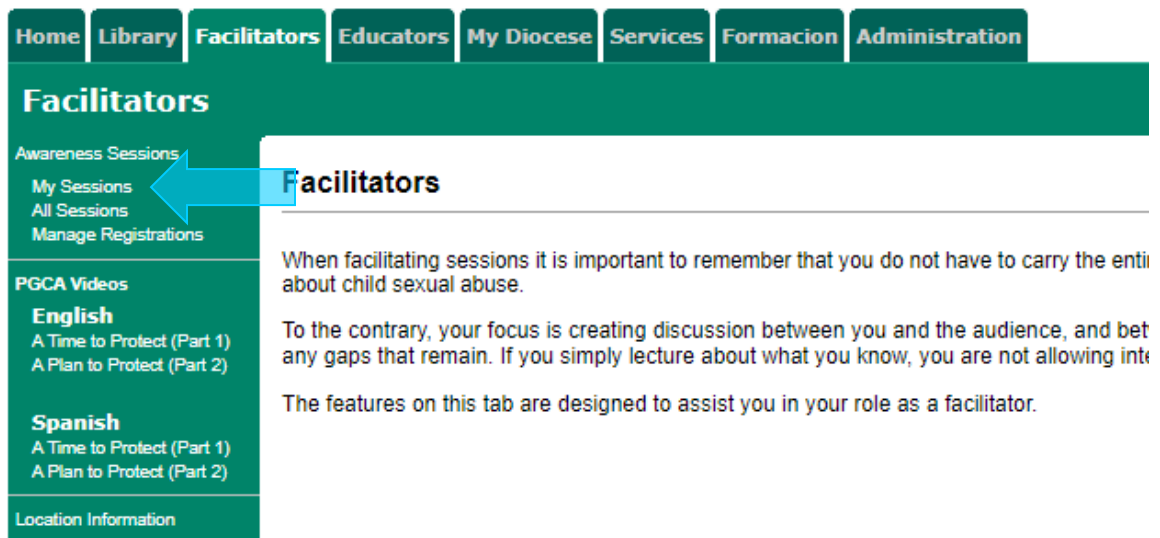
Karen Clark

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 My Sessions on the left



3. Click on Add a New Session

Facilitators

Awareness Sessions

[My Sessions](#)

[All Sessions](#)

[Manage Registrations](#)

PGCA Videos

English

[A Time to Protect \(Part 1\)](#)

[A Plan to Protect \(Part 2\)](#)

Spanish

[A Time to Protect \(Part 1\)](#)

[A Plan to Protect \(Part 2\)](#)

Location Information

Download Resources

[USCCB Current Resources](#)

[USCCB Resource Booklet](#)

Message Board

Session Schedule

[Add a new session](#)

Current Training Scheduled:

Date/Time	Location
09/01/2022 9:00 AM	Archdiocese of Newark Pastoral Center (Newark)
05/09/2023 9:15 AM	Guardian Angel (Allendale)
05/09/2023 7:00 PM	Guardian Angel (Allendale)
05/23/2023 9:15 AM	Guardian Angel (Allendale)
05/23/2023 7:00 PM	Guardian Angel (Allendale)

4. Fill in the session information

Add Training Session:

Training Title:

Language:

Location:

This session will be held via video conference (Zoom, WebEx, etc)

Start Date:

Start Time: :

Number of days:

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

Length: hours minutes

Facilitator: (optional)

Available Facilitators

- Acosta, Carlos
- Alberta, Frances
- Amaya, Ana
- Angeles, Br. Alexander
- Armando, Anthony
- Atienza, Eleanor
- Bado, Robin
- Baez-Aguilar, Fatima
- Beahm, Richard
- Beni, Diane

Selected Facilitators

Contact Name: (if blank the name will be: Karen Clark)

Contact Number: (if blank the number will be: 973-497-4254)

Contact Info: Show contact information during registration

Notes:

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)

5. Click “Add Session” at the bottom of the form.

Facilitator: (optional)

Available Facilitators

- Ciaravino, Joanne
- Ciminiello, Mary Lee
- Cisneros, Blanca
- Colonna, Carolyn
- Cordova, Jane
- Corona, Linda
- Cruz, Bishop Manuel
- Cruz, Magalis
- de Guzman, Ernesto
- De Luca, Esq., Dr. Stephen M.

Selected Facilitators

- Clark, Karen

Click to add >>

<< Click to remove

Contact Name: (if blank the name will be: Karen Clark)

Contact Number: (if blank the number will be: 973-497-4254)

Contact Info: Show contact information during registration

Notes:

The session will be held in the auditorium. Latecomers and minors will not be admitted.

(put class restrictions here, ie Priests only)

Add Session **Back (Discard changes)**

2. Obtaining Session Materials

You will be given a pdf copy of the workbook and tri-fold. Please try to use these if possible. If you wish to request workshop materials, please contact sect@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.

Facilitators

Awareness Sessions

- My Sessions
- All Sessions
- Manage Registrations

PGCA Videos

English

- A Time to Protect (Part 1)
- A Plan to Protect (Part 2)

Spanish

- A Time to Protect (Part 1)
- A Plan to Protect (Part 2)

Location Information

Select A Session:

Upcoming sessions | Past Sessions: [2022](#) [2021](#) [2020](#) [2019](#) [2018](#) [2017](#) [2016](#) [2015](#) [2014](#) [2013](#) [2012](#) [2011](#) [2010](#) [2009](#) [2008](#) [2007](#) [2006](#) [2005](#) [2004](#) [2003](#) [2002](#) [2001](#) [2000](#)

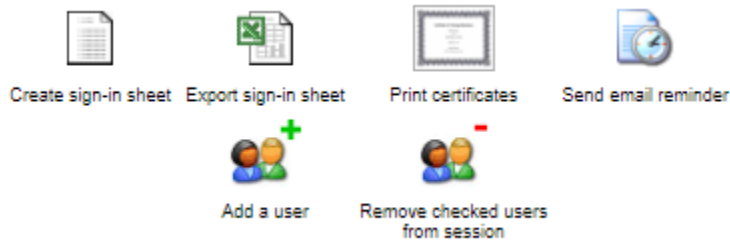
09/01/2022 9:00 AM - (Archdiocese of Newark Pastoral Center - Newark) - Protecting God's Children for Ac

Continue

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.



4. What to Bring to a Session

- a. Participant workbooks and tri-folds, or send them to attendees in advance
- b. Pens
- c. Sign in sheet printed from VIRTUS
- d. Blank sign in sheet (for 'walk-ins')
- e. Handout for walk ins so they can register on VIRTUS after the session and contact information for Karen Clark so they can get credit for the session
- f. DVD or thumb drive (if the latter, ensure the site has a laptop, projector, extension cord with power strip and speakers, if not, bring what you need)
- g. Certificates printed from Virtus and signed by you. Also, bring blanks for hand writing in attendees' names who walk in without pre-registering. Make sure to discard any pre-printed certificates for no-show's.
- h. Copies of relevant Virtus articles
- i. Emergency kit:
 - 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, and any walk-in registration sheets to:

Maria Santiago
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) – excerpted from Local Safe Environment Coordinator manual:

- Q: *What if I'm not a registered VIRTUS user?*
 - A: Registration instructions may be found at <https://www.rcan.org/offices-and-ministries/child-youth-protection/lsec-corner> These instructions are also available in Spanish on the Virtus website at <https://www.virtusonline.org/facilitators/RegistrationInstructionsSpanish.pdf>

- 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. Employees and volunteers who are under 18 may be in regular contact with children only if they are directly supervised by an adult who is in full compliance with the Safe Environment Requirements and who is actually present at the time and place where they are serving.

- 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: *What are the Safe Environment Requirements?*
 - A: Archdiocesan Personnel who are in "regular contact with minors" must complete the "Safe Environment Requirements." This means that they must:
 - Complete an employee/volunteer application. This also authorizes a background check, if they are not teachers (teachers are fingerprinted).
 - Acknowledge by signing that they have read the Archdiocese of Newark Policies on Professional and Ministerial Conduct.
 - Complete the Protecting God's Children for Adults program, and have a signed completion certificate in their file.

- Q: *What are the rescreening and retraining requirements?*

Re-Screening

All employees and volunteers subject to Sterling or Verified Volunteers must be screened every 5 years. Those who have followed the NJ State Idemia fingerprinting process mandated for schools, when new teachers are hired either as first-time teachers or as transfers from other schools, will not have to re-screen. If you have questions on the fingerprinting process, consult the NJ DOE website frequently asked questions at http://www.state.nj.us/education/genfo/faq/faq_crimhist.htm.

Re-Training

All employees and volunteers must attend some sort of re-training in child sexual abuse awareness every 5 years. The options and procedures for this re-training are as follows:

Attend Protecting God's Children (PGC) again. To do this, the person needs to know his or her Virtus logon. Send an email to Karen Clark (clarkkar@rcan.org) with the peoples' names and emails, and they will have Virtus email them their logon information. Then, they can sign up for another session. Or, they may sign the person up. When they attend, and their enrollment is approved, you can file their certificate, and they are good for another five years.

Attend Keeping The Promise Alive. To do this, the person needs to know his or her Virtus logon. Send an email to Karen Clark (clarkkar@rcan.org) with the peoples' names and emails, and they will have Virtus email them their logon information. Then, they can sign up for another session. Or, they may sign the person up. When they attend, and their enrollment is approved, you can file their certificate, and they are good for another five years.

If they have attended Keeping the Promise Alive, they are eligible to take the online version of PGC 4.0, which takes about an hour to complete – online – and this is good for 5 years. Contact sect@rcan.org if the person is eligible, and chooses this options.

Read the Virtus articles. The easiest thing to do is to have your attendees 'opt in' to the articles by putting a checkmark after their name on the sign in sheet. If they've already attended PGC, they can start opting in to the articles by finding out their Virtus logon. The person should send an email to the Safe Environment Compliance Team (sect@rcan.org) and they will have Virtus email them their logon information. Then, they can logon and read the articles. They will be sent a re-certification training request, based on the content of the articles. They then do the recertification module annually. If someone is already reading the Virtus articles, they will automatically be assigned the recertification module.