

Protocol (Training) Information

All Archdiocesan and Parish employees and all Volunteers who have regular contact with minors and the elderly must complete the Safe Environment Protocol (paper application and online background check, Code of Conduct review and acknowledgment form, and Training Workshop.) before being employed or volunteering. The following is a summary of the steps required to be considered for employment or volunteer activities.

1. Paper Application. *The paper application must be completed, dated, and signed before it can be accepted by the Parish or Archdiocese. The Paper Application is available on the Archdiocesan website, and here is a direct [link](#).*

- *Please type or print legibly.*
- *Complete all four pages of the Archdiocesan Application for Employment or Volunteer Service.*
- *Return the Paper Application to the local Church Safe Environment Facilitator, the School Office, or Archdiocesan Business Office if applying for a position with the Archdiocese.*
- *Applicants are urged to retain a copy of each of these documents for reference.*

2. Initial Interview. *A staff member will conduct a brief interview with you, asking some basic questions. These questions are very similar to the ones which will be asked of your references.*

3. Reference Checks. *You need to have three references which you submitted on the paper application. They cannot be related to you, and they will be contacted by a Safe Environment staff member mainly by telephone and asked a few brief questions.*

4. On-line Submission & Background Check. *A Safe Environment staff member will take your information from the paper application and enter it into our on-line system in order to centrally record your information as well as initiate your background check.*

5. Training Workshop. *All applicants must attend a training workshop before being approved for ministry. Contact the Parish Facilitator, the School Facilitator, or the Office of Safe Environment if applying for a position with the Archdiocese.*

For Church/Parish: Kathy Vogt, Safe Environment Coordinator, (405) 263-4422

For School: Steve Lykes, Principal, (405) 263-4422

For the Archdiocesan Office of Safe Environment: (405) 721-5651

6. Code of Conduct Review and Acknowledgement. *Read the Code of Conduct. After reading the Code of Conduct, read and complete all information at the bottom of the Statement of Receipt and Agreement (for the Code of Conduct) and execute. If you need additional copies of the Code of Conduct, it is available on the Archdiocesan website, and here is a direct [link](#), either English or Español.*

No one will be allowed to start employment or volunteer for activities which allow with regular contact with minors, elderly, or the disabled until this protocol is completed. One should start the protocol as soon as possible.

Completion means not only that you have accomplished all of the requirements; it also means that the information has been reviewed and approved by the Archdiocesan Safe Environment Office, and they, in-turn, have notified our Parish or School Facilitator.