

# Volunteer or Employee Requirements

The Nativity Parish and Nativity School are committed to “Creating Safe Environments” for our children. We strive to maintain compliance with the Diocese of Charleston’s program to screen and train all diocesan staff and volunteers having access to and responsibility for children in our schools and programs, and other duties.

## NEW VOLUNTEERS \*OR\* NEW EMPLOYEES

### 1. IMPORTANT: Do the following before you register in Virtus:

- Contact Catherine (Office Administrator) to let her know you are starting the volunteer process.
- Know your “role” and primary site (Church or School or both) in advance, such as “Parent Volunteer.” Do *not* select that you are driving or handling money unless you are required to do so for your role \*and\* have the required insurance coverage (see FAQ below). Selecting them may add an unnecessary cost to the Diocese.

### 2. Register with VIRTUS Online with this direct link:

[https://www.virtusonline.org/virtus/reg\\_2.cfm?theme=0&org=37845](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37845)

Alternatively, you can go to [www.virtus.org](http://www.virtus.org) and click on ‘First-Time Registrant’ and select “Charleston, South Carolina (Diocese)” from the dropdown list.

### 3. You will receive an email prompt to complete your background screening.

**WAIT BEFORE YOU CLICK!** Have your ID and personal information ready. Once open, you must complete the screening tool in one session. **Any interruption or timeout will make the prompt void.** If this happens, please contact Catherine, so we can remedy that as soon as possible.

## For \*CURRENT VOLUNTEERS & EMPLOYEES\* WHO HAVE ALREADY HAD TRAINING OR SCREENING

1. Log into VIRTUS: [www.virtus.org](http://www.virtus.org) with your \*existing\* “CMGconnect.org” credentials (the previous online training tool). *If you do not know those credentials then, please follow the account recovery steps and log-in-help steps **within VIRTUS**.*
2. Once you are in, please look at your information – *does it look accurate?* If think anything is wrong or missing, *Please contact Catherine in the Church Office, [admin@nativitycharleston.org](mailto:admin@nativitycharleston.org)*
3. **IMPORTANT: Do not apply for background screening.** If needed, you will be contacted separately.

## FAQs:

- If driving in your role, you will continue to need to provide a copy of your Driver’s License and insurance declarations with coverage minimums of 100,00/300,000 to us. These items must be entered by the Safe Environments Coordinator; they cannot be submitted by you in VIRTUS. If you have already provided these, you do not need to provide them again.
- The costs of all required screenings and training are covered by the parish/school/diocese.
- All church personnel (clergy, religious brothers and sisters, seminarians, all employees) and volunteers with access to children, youth and vulnerable adults are required to complete training and the behavioral standards in the Code of Conduct. These are now completed in VIRTUS.
- Mandatory Background Screening information can be found on the Diocese website: <https://charlestdiocese.org/child-and-youth-protection/mandatory-background-screenings/>

*For questions or more information, please contact Catherine Bowen, the Safe Environments Coordinator for the Church of the Nativity, and the Nativity School, 843-795-3821 or [admin@nativitycharleston.org](mailto:admin@nativitycharleston.org).*

*There are different gifts but the same spirit; there are different ministries but the same Lord; there are different works but the same God who accomplishes all of them in everyone.  
1 Corinthians 12:4-6 (adaptation)*