



## **Adult (18 and older) Safe Environment and Ministerial Requirements Checklist**

**Safe-Environment** (items 1 – 3) **is required** for all employees and adult volunteers who work with children/youth in Catholic Schools, Children’s Religious Education, Youth Ministry, Vacation Bible School; Camps or Retreats as Helpers/Teacher’s Aids, Team Leaders, Chaperones; Sacristans if regularly around altar servers under the age of 18 and instituted Liturgical Ministers (Acolytes/Lectors instituted by the bishop as a permanent office).

The “**Affirmation of Faith**” (item 4) **is required** for all **Catechists** (those who teach children, youth, and adults) and **Liturgical Ministers** (Acolytes, Adult Altar Servers, Cantors, Lectors/Readers, Extraordinary Ministers of Holy Communion, and Sacristans).

**Name:** \_\_\_\_\_ **Parish:** \_\_\_\_\_

Please complete the following steps at the Parish level:

1.  **BACKGROUND CHECK – (Safe-Environment).**  
Fill it out and fax (541-388-2566) or mail it to the Diocese of Baker, PO Box 5999, Bend, OR 97708. The background check will be processed by the Diocese, the results emailed to the parish and the parish will be billed at the end of the month \$25 per background check.
2.  **CODE OF CONDUCT & INTERNET POLICIES - (Safe-Environment).**  
Website: [www.dioceseofbaker.org](http://www.dioceseofbaker.org), click on “Protection of Children” then “Code of Conduct”, print out the Code of Conduct & Internet Policies, sign it and provide one copy of the signature page for the Parish and one for the Diocese of Baker; please send the signature page along with the Background Check.
3.  **DARKNESS TO LIGHT TRAINING - (Safe-Environment).**  
Website: [d2l.csod.com/client/d2l/default.aspx](http://d2l.csod.com/client/d2l/default.aspx); cost \$10.00; once you start the program you have up to two weeks to complete it. If you do not complete it in two weeks you will have to pay the \$10.00 again. When completed, print the certificate of completion. Both the parish and the Diocese of Baker need a copy of the certificate.
4.  **AFFIRMATION OF PERSONAL FAITH – (Ministerial).**  
Website: [www.dioceseofbaker.org](http://www.dioceseofbaker.org), click on “Protecting God’s Children” then on “Affirmation of Personal Faith.” This must be done with the Pastor and is **required** **for all Catechists and Liturgical Ministers.**

- If you believe you have already completed some or all of these requirements and want to check your status first contact your parish office to see what they have on file for you. If nothing is found then you may contact the Diocese of Baker at 541-388-4004.
- **NOTE TO PARISH:** please keep a copy of everything on file at the parish and then send the documentation with this “Requirements Checklist” form to: Diocese of Baker; PO Box 5999; Bend, OR 97708-5999.