

Dear Volunteer,

Welcome and thank you for accepting the opportunity to volunteer at Nativity Catholic Church. Your service with our Parish is appreciated.

Our parish takes seriously the Lord's mandate to "Let the children come to me, and do not hinder them; for to such belongs the kingdom of heaven" in Matthew 19:12. We are committed to creating a safe environment which begins by ensuring that those volunteers with substantial contact with minors are compliant with the child protection policies of the Diocese of Arlington. Your volunteer service is subject to successfully completing the online ***Office for the Protection of Children and Young People (OPCYP)*** application and ***Virtus: Protecting God's Children*** safe environment training within **45 days** of submitting the online application.

Prior to your first day of service, the OPCYP background check online application must be completed.

### **Instructions for online volunteer application/Virtus training**

1. Go to the Diocese of Arlington website. <https://www.arlingtondiocese.org/>
2. On the top blue bar, click on "Protecting Our Children"
3. Scroll down and click on "Background Checks" under Programs and Resources.
4. Under "Apply online", click on the volunteer blue tab.
5. Follow the directions to apply online as a new applicant.
6. Submit
7. You will be asked to docusign. Check your emails for a response from the diocese. It may be in your spam.
8. Sign up to take a Virtus Training class. <https://www.virtusonline.org/virtus/>
9. **Please email Anna Marty ([amarty@nativityburke.org](mailto:amarty@nativityburke.org)) when you have finished your online application.** She will be contacting you to come in and sign and notarize the background check form.

God Bless You!!