



Compliance Evaluation
 Diocese of Gallup
 Office of Safe Environment
 For Audit Period: July 1, 2016 - June 30, 2017

(Please print name)

PARISH NAME: _____

Address: _____ City: _____

Audit Checklist for Parishes

CHILDREN/YOUTH

Number of K-8 students that participated in RE/CCD		
Number of 9-12 students that participated in RE/CCD/ Pre Confirmation and Confirmation		
Has the Parish offered Safe Environment Training to all Religious Ed Students during the 2016-2017 school year?	YES	NO
Number of children trained in Safe Environment Training		
Number of children/youth who opted out of Safe Environment Training		
Does the Parish have documentation that parents have opted their children out of training?	YES	NO
Does the Parish offer Safe Environment Training materials to parents who have opted their children out?	YES	NO
Please explain how (or if) the parish documents that materials were provided to parents who opted out of training. (Additional space on the last page if needed.)		
Please explain how (or if) the parish documents when a parent refuses to sign any documentation, stating that they have opted out their children of training		

Note: Only active adult employees, volunteers, and catechists are counted – those working during the audit period.

EMPLOYEES* – paid persons (other than priests/deacons) who are employed by and work directly for the parish *Religious sisters and brothers are included as either Employees or as Catechists.	
Number of employees	
Number of employees who have had background checks completed	
Number of employees who have had <i>Virtus</i> training	
Number of employees who have a signed Diocese of Gallup Code of Ethics	
If the total of background checks, <i>Virtus</i> training, and a signed Code of Ethics Policy <u>does not equal</u> the number of employees, please explain why below.	

CATECHISTS * Only include catechists who have access to minors as determined by the pastor or supervisor. *Religious sisters and brothers are included as either Employees or as Catechists.	
Number of Catechists including DRE	
Number of Catechists who have had background checks completed	
Number of Catechists who have had <i>Virtus</i> training	
Number of Catechists who have a signed Diocese of Gallup Code of Ethics	
If the total of background checks, <i>Virtus</i> training, and a signed Code of Ethics Policy <u>does not</u> equal the number of catechists, please explain why below.	

VOLUNTEERS Unpaid persons over the age of 18 who assist in the parish including, but not exclusive to: Prison Ministers, Hospital Ministers, Sacristan, Liturgical Lay Ministers (Liturgical Lay Ministries include Lectors, Altar Servers, Cantors, Music Ministers, Extraordinary Ministers of Holy Communion, and Ushers) Note: Refer to the <i>Policy and Procedures for the Protection of Minors</i> regarding determination of <i>Affected Volunteer</i> status, which dictates the requirements. Specifically, the following are all included: anyone who serves in any capacity that focuses on minors, food pantry or meal service, ministry service in private homes, after school programs, hospital & nursing care facilities, and in places where minors are allowed and are frequently present. Note: The pastor or supervisor must determine which volunteers, among those not specifically included by the policy, who can be excluded because they do not have access to minors.	
Number of Volunteers	
Number of Volunteers who have had background checks completed	
Number of Volunteers who have had <i>Virtus</i> training	
Number of Volunteers who have a signed Diocese of Gallup Code of Ethics	
If the total of background checks, <i>Virtus</i> training, and a signed Code of Ethics Policy <u>does not</u> equal the number of volunteers, please explain why below.	

Name of person responsible for Prison Ministry			
Name of person responsible for Hospital Ministry			
Name of person responsible for Youth Ministry Outreach			
Are copies of "Promise to Protect" documents posted in each of the buildings where they are readily accessible?	<table border="1"> <tr> <td>YES</td> <td>No</td> </tr> </table>	YES	No
YES	No		

Signature

TO BE COMPLETED BY THE PASTOR/ADMINISTRATOR:

I certify, to the best of my knowledge and belief, that this report is true and accurate. I understand that it is my responsibility to ensure that:

- (1) I have reviewed the results of background checks on all parish employees and volunteers (those who are required by policy to have checks) **before they begin work with minors**;
- (2) all parish employees and volunteers (those required by policy to have Safe Environment Training) attend a *Virtus* training session **before they begin work with minors**;
- (3) all students must annually be given age appropriate Safe Environment education unless parents choose to opt out of this training by written request;
- (4) documentation for Safe Environment compliance will be kept in a secure file in the parish/school office to include the following records:
 - All adults
 - Safe Environment training documentation
 - Signed copies of Diocese of Gallup Code of Ethics Policy
 - Complete Background Checks – annotated as reviewed.
 - For minors
 - All Safe Environment training conducted for children
 - Parental consent letters for Safe Environment Training
 - Opt-out letters from parents who decline Safe Environment Training for their child

Signature of Pastor/Administrator

Date

Additional Comments:

**Return completed form to the Safe Environment Office by mail, e-mail or fax to
Diocese of Gallup, Office of Safe Environment, PO BOX 1338, Gallup, NM 87301
Email: dcnpendter@dioceseofgallup.org Fax: 505-863-2269**