



DIOCESE OF GALLUP

PO Box 1338
Gallup, New Mexico 87305

ANNUAL REQUEST FOR STATISTICAL DATA - 2022

May 10, 2022

Dear Pastor, Administrator, or Parish Coordinator:

Please find a form enclosed requesting data required for two reports that are mandatory for all Catholic dioceses in the United States:

- * The annual Statistical Report to the Holy See.
- * The annual audit of compliance with the *Charter for the Protection of Children and Youth*.

The statistical data required on this form is only for the period: **July 1, 2021 to June 30, 2022.**

Please return this form no later than July 15, 2022 to: Diocese of Gallup
Office of Safe Environment
P.O. Box 1338
Gallup, NM 87305

Please note: An electronic version of this form is available on the Diocese of Gallup Website.

All Questions must be answered. Use "0," "none" or "NA" (not applicable) if appropriate.

Please read all of the headers and footnotes first to be sure you answer correctly!

Reminders about Safe Environment Training (SET): The report should include **only those volunteers who by their role/activity come under the requirements of the *Policy and Procedures for the Protection of Minors*. Persons who were inactive for the entire period should not be counted.** The pastor/administrator has the final authority to decide who is "affected" by the policy requirements (other than employees which are automatically included).

In summary, all Employees and those affected catechists and volunteers require:


- 1) Documented attendance at a session of *Virtus Protecting God's Children* once anytime.
- 2) A signed *Code of Ethics* document (only once for volunteers, annually for employees).
- 3) A completed and reviewed Background Check that is current within 5 years.
- 4) Documentation of ongoing training for child protection: If the chosen method is the VIRTUS monthly bulletins, each person should be current within two months of past publications at the time of reporting. Failing to do so will make them ineligible for ministry as of 1 July 2022 until they correct the deficiency. Employees not in compliance do not meet a critical element in their job description. Correction is required. Alternatives for ongoing training include repeating the Virtus course *Protecting God's Children* annually which certifies for the whole training year. There is also a virtual on-line renewal Virtus course that has been authorized due to the disruptions caused by the Pandemic. Please contact the Safe Environment Office for further information about these options if needed.

In the appropriate section of the report please submit the name and contact information of any person delegated to assemble this document in case there are questions with the data. In addition, we need the names of any current VIRTUS facilitators (instructors) or person who would like to be trained to assume that role.

Please consult the *Policy and Procedures for the Protection of Minors* for clarifications. The Diocese Website now facilitates easier access to all the on-line documents and administrative aids for management of the program. Find those resources under the top tab labeled "Youth Protection." Contact the staff in the Safe Environment Office or me if you cannot resolve your questions. (SafeEnvironment@dioceseofgallup.org or 505-863-4406) Please note that we are working on revisions to the youth protection policy and your input/suggestions will be valued.

Your prompt attention in submitting this report will be greatly appreciated. May God bless your ministries and the people we serve.

Respectfully in Christ,


Dcn. Randolph Copeland
Chancellor
Diocese of Gallup
Chancellor@dioceseofgallup.org