



**Annual Compliance Report for Diocese of Gallup**  
 Office of Safe Environment  
 Form to be used by all parishes and other diocesan organizations except schools  
 Reporting of Safe Environment Training (SET)  
**For Training Period: July 1, 2022 - June 30, 2023**

(Please print in blue or black ink)

PARISH/ORGANIZATION NAME: \_\_\_\_\_  
 Address / City: \_\_\_\_\_  
 Contact Person for Report – Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**CHILDREN/YOUTH CATEGORIES**

**Category 1: Minors in Catechesis or Preparation for Sacraments**  
In-Person activity only – all grade levels

Number of students that participated in RE/CCD/Preparation for Sacraments		
Number of these children who received the SET instruction:(*see note below)		
Number of students whose parents <b>opted out</b> of the SET for their children.		
Did the Parish keep documentation that parents have opted out of SET?	YES	NO
Did the Parish offer SET materials to parents who opted out of SET?	YES	NO
Are the signed “Opt Out” forms kept with the annual class files?	YES	NO
If parents refused to sign anything regarding SET, is this documentation in annual class files?	YES	NO

**Category 2: Special Youth Ministry**  
 Report all minors engaged in special ministry, even if they received SET in an educational setting (school or catechetical class and were reported in Category 1 above.). Examples are altar servers, youth leaders (peer-leaders), social service volunteers, etc.

Number of youth (minors) engaged in special youth ministry during the current Training Year		
Number of these minors who received Safe Environment Training (including those who received SET in educational settings – school or catechetical classes as reported in Category 1 above)		
Number of these minors whose parents <b>opted out</b> of the SET for their children.		
Did the Parish keep documentation that parents have opted out of SET?	YES	NO
Did the Parish offer SET materials to parents who opted out of SET?	YES	NO
Was the <i>Youth Volunteer Acknowledgement Form</i> (Appendix VII) completed and signed for each youth?	YES	NO
If parents refused to sign anything regarding SET, is this documentation on file?	YES	NO
Are there separate individual files for these youth in special ministry?	YES	NO
Are the above documents kept with the minor’s permanent individual files?	YES	NO

**Accounting for Categories 1 & 2**  
**If not all** of the youth who were catechized in-person or served in special ministry received SET (excluding those who opted out), then please explain on the back of this page why they did not.

(continued on the next page)

**Additional youth related questions:**

**SET Program Materials**

Which of the diocesan approved programs for SET were used during this current training year?

**Materials for “Opt-out”::**

What materials did you offer to the parents who chose to opt their children out of Safe Environment Training?  
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**ADULT CATEGORIES**

**Note: Only count active adult employees, affected volunteers\*, and catechists who worked in ministry during the current *Safe Environment Training period*.**

\* Definition of *Affected volunteers*: See the *Policy and Procedures for the Protection of Minors (PPPM)*-Appendix I and Article 4.A.2.

**EMPLOYEES**

These are paid persons (other than priests/deacons) who are employed by and work directly for the parish. This includes all employed persons regardless of duty assignments with minors or not. This includes paid catechists or paid DRE’S. Religious sisters and brothers are included as either Employees or Volunteers. (*not both*).

1) Number of employees:	
2) Number of employees who have had background checks completed within the past 5 years:	
3) Number of employees who have a signed Diocese of Gallup Code of Ethics within the <i>training period</i> :	
4) Number of employees who have had <i>-Protecting God’s Children</i> training:	
5) Number of employees who have completed on-going Safe Environment Training as follows below:	
a) Completed monthly VIRTUS Bulletins (no more than two behind at the time of the final report)	
b) Repeated a foundational <i>VIRTUS-Protecting God’s Children</i> , within the <i>training period</i> , in lieu of monthly VIRTUS bulletins.	

The answer to each of the questions #2, #3, and #4 should each equal the number of employees (#1).

The sum of #5a and #5b should also equal the number of employees (#1).

If any of these totals do not match, then please explain why in the space below or on a separate sheet to accompany this document:

(continued on the next page)

**VOLUNTEERS**

**Exclude anyone already included in above categories, and only Affected Volunteers per the diocesan policy\*.**

These are unpaid persons over the age of 18, assisting in the parish who, as determined by the pastor or supervisor, have access to minors and/or vulnerable persons. This should include all volunteers in positions of authority and those doing visits in the community.

The list includes, but not exclusive to: Prison Ministers, Hospital Ministers, Sacristans, catechists, DRE’s, and Liturgical Lay Ministers such as Extraordinary Ministers of Holy Communion, Lectors, Altar Servers, Cantors, Music Ministers, and Ushers).

\* Definition of *Affected Volunteers*: See the *Policy and Procedures for the Protection of Minors* (PPPM)-Appendix I and Article 4.A.2.

1) Number of Volunteers	
2) Number of Volunteers who have had background checks completed within the past 5 years	
3) Number of Volunteers who have a signed Diocese of Gallup Code of Ethics (once)	
4) Number of Volunteers who have had <i>VIRTUS-Protecting God’s Children</i> training.	
Number of Volunteers who have completed on-going Safe Environment Training within the training period.	
a) Completed monthly <i>VIRTUS</i> Bulletins (no more than two behind at the time of the final report)	
b) Repeated a foundational <i>VIRTUS-Protecting God’s Children</i> , within the training period, in lieu of the <i>VIRTUS</i> bulletins.	

The answer to each of the questions #2, #3, and #4 should each equal the number of Volunteers (#1).  
 The sum of #5a and #5b should also equal the number of Volunteers (#1).  
 If any of these totals do not match, then please explain why in the space below or on a separate sheet to accompany this document:

**Additional Questions:**

**Catechists – total::**

Total number of adults who are catechists for the parish or entity. This includes all instructors and DRE’s whether they are paid employees or volunteers. It does <b>not</b> matter whether they were included in the numbers reported above. This is just a total number for all teaching activities, but, please do <b>not</b> include the religious instructors in the Catholic schools since they are reported separately in the school report. It <b>does</b> include those engaged with adults as well as children.	
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**Internal Program Review:**

Please report the number of Face-to-Face interviews conducted and documented this reporting period (combined employees, catechists, and volunteers). The interviewed persons are selected randomly to discuss security and safety issues for minors – the goal is 10% of total:	
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**Required Signage:**

Are copies of “ <b>Promise to Protect</b> ” signs posted in each of the buildings where they are readily visible? (circle answer)	YES	NO
Is the “ <b>Commitment Plaque</b> ” for the parish prominently displayed? The plaque reads “This parish/school is strongly committed to the emotional, physical, spiritual and moral wellbeing of all its members. Abuse of any kind will not be tolerated.” (circle answer)	YES	NO

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**Contact Information for Ministries Related to this report (as applicable)**

Person Responsible for --	Name, Email, Phone Number
Safe Environment documentation	
Active VIRTUS Facilitator(s) of Parish- if any	
Youth Ministry, and/or DRE-	
Prison Ministry	
Hospital Ministry	

**Additional Comments:**

Additional Comments: (Please use this space to explain the reasons for any variances in the information recorded above. If full training of students, minors or adults in the programs could not be achieved, explain why full compliance was not possible in each category. Please try to describe obstacles that prevented full success and, if possible, suggestions that would make the task easier to achieve or help that would assist your organization in these tasks. Include extra separate page if necessary.)

## Verification

### **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
    - Completed 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 along with documentation that training material for their children was offered.

Signature of Pastor/Administrator (Required)

Date

**Please do not hesitate to contact the Chancery staff if there are questions.  
Return completed form to the Safe Environment Office by mail, scanned by email or fax to:**

**Diocese of Gallup  
Office of Safe Environment  
PO BOX 1338  
Gallup, NM 87305**

**Email: SafeEnvironment@dioceseofgallup.org**

**Fax: 505-863-2269**

**DUE DATE: July 15, 2023**

**Thank you.**