



# DIOCESE OF GALLUP

PO Box 1338  
Gallup, New Mexico 87305

## ANNUAL REQUEST FOR STATISTICAL DATA

May 23, 2023

Dear Pastor, Administrator, or Parish Coordinator:

Please find a form enclosed requesting the 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, 2022 to June 30, 2023.**

**Please return this form no later than July 15, 2023 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!

A change for this year simplifies the reporting for adults. There are only two categories for adults: employees or volunteers. All adults will be reported in one of these two.

The Catholic schools report separately; so, do not include those adults in in this report unless they fulfill a role in both the parish and the school.

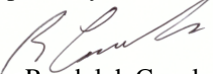
Reminders: The report should include **only those volunteers who by their role/activity come under the requirements of the *Policy and Procedures for the Protection of Minors*; that is, by definition, "affected volunteers."** Persons who were inactive for the entire period should not be counted. The pastor/administrator has the final authority to decide who is "affected" by the policy requirements.

All Employees and those affected 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 Background Check or renewal that is current within 5 years and has been annotated as reviewed by a supervisor.
- 4) Documentation of ongoing training. If the option is for the Virtus monthly bulletins, the person should be current within the last two publications by the end of the training period. Failing to do so will make them ineligible for ministry as of July 1, 2023, until they accomplish this training. The alternative is to take the live Virtus course *Protecting God's Children* annually. A virtual on-line renewal Virtus course is also available on request from the Safe Environment Office.

Please consult the *Policy and Procedures for the Protection of Minors* for clarifications. Contact the staff in the Safe Environment Office if you cannot resolve your questions, need assistance in completing the report or want help to conduct training. ([SafeEnvironment@dioceseofgallup.org](mailto:SafeEnvironment@dioceseofgallup.org) or 505-863-4406) Your attention to submit this report promptly will be greatly appreciated. May God bless your ministries.

Respectfully in Christ,

  
Dcn. Randolph Copeland  
Chancellor

[Chancellor@dioceseofgallup.org](mailto:Chancellor@dioceseofgallup.org)