



**DIOCESE OF GALLUP**  
P.O. Box 1338, Gallup, New Mexico 87305  
Telephone (505) 863-4406

January 23, 2025

Dear Pastor, Administrator, or Principal:

Thank you for your continued commitment to maintaining a safe environment for our children and vulnerable adults. The guidance in this packet is given to help your parish or organization to comply with the *Policy and Procedures for the Protection of Minors for the Diocese of Gallup* (PPPM) and the subsequent required reporting. Please note that the reporting period (*Training Period*) is 1 July 2024 through 30 June 2025. You should find enclosed four documents:

**1) VIRTUS Master Report:**

This report, labeled “MASTER REPORT,” represents a list of people who are registered in the VIRTUS program database and associated with your parish, school or organization. It is a mid-year report, and the status of the ongoing training is current to the date printed at the top.

Please take time to “clean up” your list of employees and volunteers on the Master Report. Since the Diocese is charged per year for each person registered, it is important to remove the names of those people who are no longer active in your ministry. Please cross out the names of any persons who are no longer with your organization, and mail/FAX/scan a copy of the list back to the Safe Environment Office (contact information below). If all the entries are correct, mark the document as “correct” and return it, or send an email to the SEO indicating no changes needed.

Persons who elect to retake the foundational training (*Protecting God’s Children*) yearly are not required to read the monthly bulletins. However, the Safe Environment Office must be informed of this choice. Otherwise, the Master Report will show the person missing many bulletins. Once the SEO is notified, the future reports will indicate “Required per policy” in the *Continuing Training Status* column and “NA” for each of the bulletin report columns.

This year the report contains a column entitled “Background Check” and it should have a date in the row with the person’s name. If it is blank, that means we have not found a background check for that individual or it is under a different name. Please indicate the correct name and the date of the background check and it will be entered into Virtus. If you find our information is correct and the person does not have a background check, please contact the Safe Environment office to determine if a background check is needed and what steps to take.

The staff of the SEO will send an updated version of this report again by the middle of May, so you can reconcile performance before the end of the reporting period and achieve the best possible training compliance for the *Annual Compliance Report*. A new report showing the current status of training activity in your organization can be requested at any time by contacting the SEO.

**2) Trouble Shooting the VIRTUS Master Report:**

This document presents the most common reasons that your report from the VIRTUS system may not match your records. It suggests ways to resolve the issues.

**3) Audit Checklist/Report for Schools:**

Complete this checklist/report for the annual reporting required by the United States Conference of Catholic Bishops (USCCB), the Vatican and for internal diocesan policies. If any of the questions are not clear, contact the staff in the SEO or the Chancellor. Please complete

and return this form to the Diocese of Gallup by **February 28, 2025**.

#### **4) Roadmap for Successful Reporting:**

This is an outline of helpful steps to manage records effectively and to prepare for the final report. It includes references and examples to aid in successful completion of requirements and documentation.

#### **Modifications for Catechesis by Different Modes of Instruction:**

Many parishes and schools to have chosen to use alternative modalities for catechesis, especially for the children. It is necessary to report all catechesis of children, but records must differentiate how this teaching was accomplished. The questions on the *Annual Compliance Evaluation* form will solicit the statistics to reflect differences in education venues. For this *Training Period* the following guidance will be in effect:

1. All children involved in catechesis will be reported in the category labeled “**All Students taught by Any Type/Mode of Instruction**” which will be a total, inclusive of any form of education by any mode or media.
2. For children who participated in any in-person classes, the following applies:
  - a. Numbers will be reported in the separate section labeled “**Students in Catechesis by In-person activity only.**”
  - b. Age-appropriate Safe Environment Training (SET) is required.
  - c. All usual requirements of the PPPM will apply
3. Children who only receive remote or on-line catechesis will not require documented SET.
4. Catechists in the teaching programs, even if the instruction is remote, must still meet all the standards of the PPPM to include proper vetting, background checks, and SET requirements.

#### **Inactive adults:**

The data about adult volunteers and catechists who had no activity or ministry during the entire *Training Year* should be excluded when completing the *Annual Compliance Evaluation* form. If return to ministry is anticipated, their names may remain in the VIRTUS system, and they should be encouraged to keep up their ongoing training.

Those adult staff and volunteers who leave ministry during the *Training Period* must still be included in the accounting. Any incomplete requirements for PPPM compliance at the time of their departure must be recorded as deficiencies in the final report.

**IF YOU HAVE ASSIGNED SOMEONE ELSE TO KEEP THESE RECORDS OR TO ASSEMBLE THE REPORT FOR YOUR ORGANIZATION, PLEASE SEE THAT THE APPOINTED PERSON GETS THIS INFORMATION AND UNDERSTANDS THEIR RESPONSIBILITIES.**

The Safe Environment Office for the Diocese of Gallup is currently supported by Mrs. Fran Palochak, Safe Environment Coordinator and Ms. Anna Flores as her assistant. Please do not hesitate to ask them for help. Feel free to ask for the Chancellor or send an email if you need additional assistance.

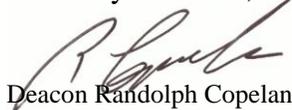
Safe Environment Office for Diocese of Gallup

P.O. Box 1338, Gallup, NM 87305

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505-863-4406 (FAX 505-863-2269)

Sincerely in Christ,



Deacon Randolph Copeland  
Chancellor

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