

Dear Volunteers of St. Michael the Archangel:

We are so delighted that you are part of our fun-loving, hardworking group of ministry volunteers. Your added talents, experience and assistance is what continues to help our parish flourish and thrive.

The Diocese of Tucson had been sued in the early 1990's for religious abuse, thus, all Dioceses in the United States are required to have a written 'Safe Environment' policy. Volunteers and employees will have to follow this process as requested by the Diocese of Tucson.

The Diocese of Tucson's Human Resource staff, met with The Arizona Department of Public Safety and the FBI, who recommended the following information be requested from **ALL** Parish members who would like to volunteer at/for any and all Parish Ministries.

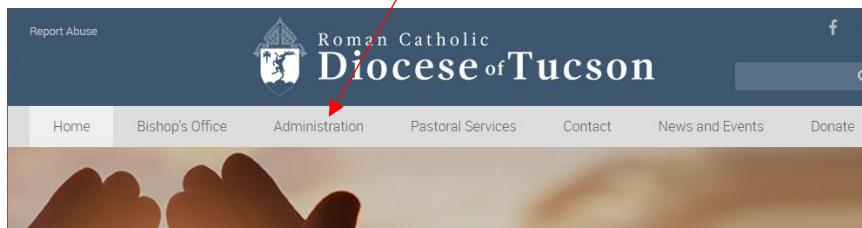
If you are receiving this email, you will need to complete and submit the form, in the link below, within ten days of this email.

Several ways you can do this:

- Do it on your own
- Call the office to help walk you through it – 520-723-6570
- Come to the Parish Office, it takes about 2 hours, (Mon-Fri between 10am – 2pm) and we will walk you through the whole process
- Call to make an appointment for an evening session – Sue @ 602-501-3859

1. Click or copy and paste in your browser: <https://diocesetucson.org/>

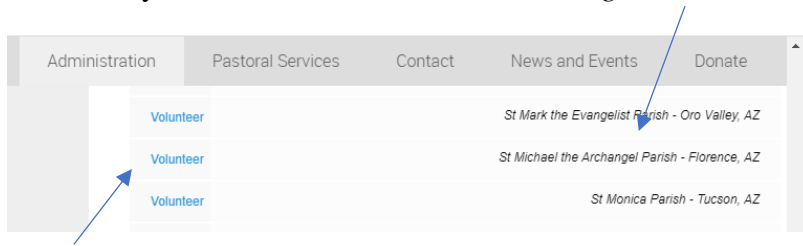
2. At the Home Page Click on the heading “Administration”



3. under “Human Resources” click on “JOBS AND VOLUNTEER OPPORTUNITIES”

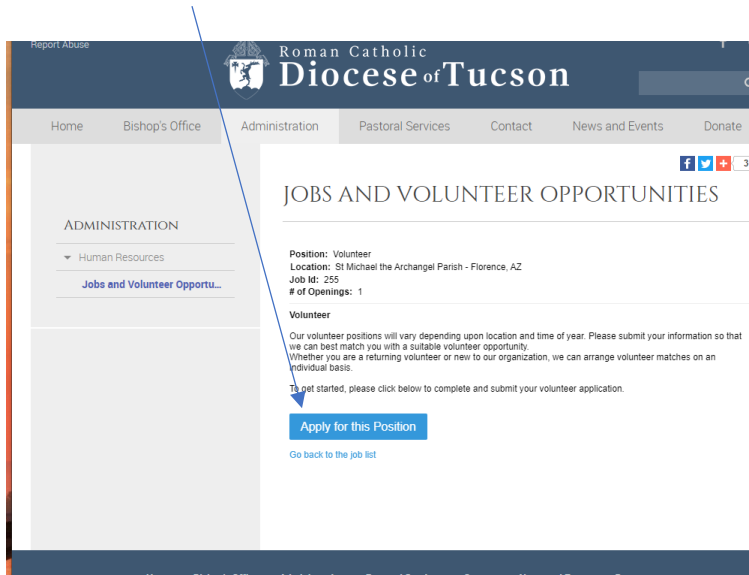


4. Scroll down until you come to *St. Michael the Archangel Parish – Florence, AZ*

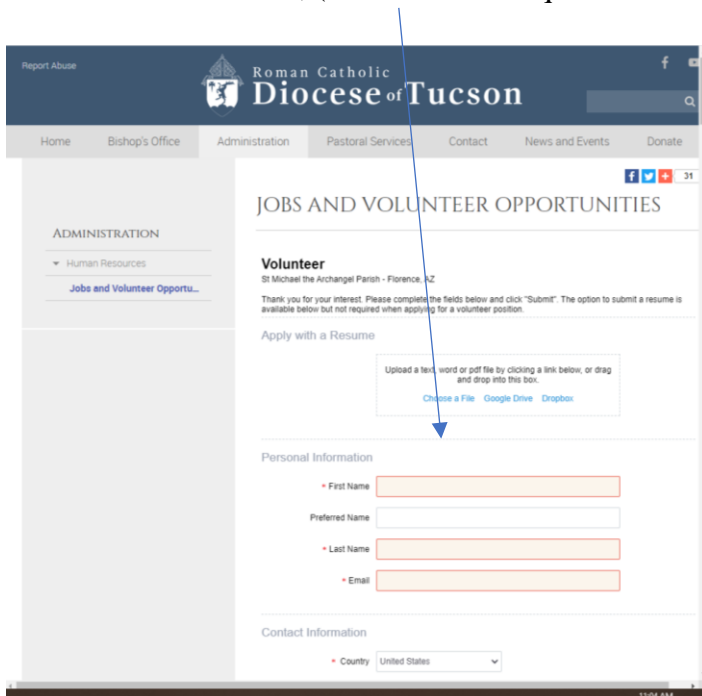


5. Click on “Volunteer”

6. Click on “Apply for this Position”



7. Please fill out the form, (**red boxes** are required to be filled out)



Continue until you reach the bottom.

8. When you have completed the form, click the “Submit” button.



9. Diocese of Tucson Code of Conduct - link below or you can view at the Parish Office.

<https://d2y1pz2y630308.cloudfront.net/22996/documents/2019/7/Code%20of%20Conduct%202018%20Review.pdf>

## Volunteer Ministries are all High Risk clearance

- DPS cards are no longer acceptable in lieu of fingerprinting.
- Fingerprinting will be available
  - at the Parish Office Monday through Friday between 10-4
  - on Saturday/Sunday, May 21/22 after each mass
  - starting in June, every third weekend after each Mass (Sat. 4pm and Sun. 8 & 10am)
- Once you have submitted and completed the above your references will be verified, fingerprints are done they will be submitted to the Diocese of Tucson.
  - At that time an email will be sent from the Diocese of Tucson with directions to do the Environmental Safety Training on line.
    - Follow the diocese process
    - Be sure to select:
      - I participate as a/an: **g. Volunteer – High Level**
    - Continue the process (call the office or come by we can help if you have any questions)
  - This will need to be done **within ten days** of receipt of that email.
- If you do not complete this training within a timely manner, you will not be applicable to volunteer according to the Diocese of Tucson and a letter notifying you of such will follow.

If you no longer wish to volunteer at St. Michael the Archangel Parish, please, hit “REPLY” at the end of this note to request removal or if you have any questions. Those who do not respond in the time frame requested will be sent a letter automatically removing you from any and all ministries in the Parish, as directed from the Diocese of Tucson.

We are very grateful for everyone who has, is and would like to be a volunteer here at St. Michael’s. As a growing Parish we are in need of our volunteers in every ministry and appreciate all the time and help you provide. We hope you prayerfully consider following these guidelines given to us from the Diocese of Tucson that we can all continue to enjoy the talents you bring to our ministries and our Parish. Thank you for volunteering, we could not do it without you.

If you have any questions, please contact me.

Sue Stonerook

*St. Michael the Archangel Catholic Church*

Safe Environment Officer

Email: [sstonerook1952@gmail.com](mailto:sstonerook1952@gmail.com)

Parish Office: 520-723-6570