



## Volunteer Process

1. Volunteers interested in serving are directed to our Volunteer page on the Website.
2. Volunteers fill in the online form. ([view form here](#))
3. Volunteers click the link for the handbook.
4. Volunteers sign that they have read and agree to the handbook.
5. Volunteers will then receive information regarding SafeParish requirements based on their indicated SafeParish status.

### **A. Those who need SafeParish training**

1. After filling out the form, they will receive:
  - a. details for logging into SafeParish
  - b. a free voucher token for the cost of the Background screening
2. Once they have registered for a class, the Safe Environment Coordinator will be notified and track the progress.
3. Once the class and screening are both completed, the Archdiocese will inform the Safe Environment Coordinator.
4. The Safe Environment Coordinator will then communicate to the volunteer and the program coordinator (if indicated in the form) that they are cleared to start.

*All volunteers must be cleared to start **prior to beginning service** with us.*

*Volunteers must also remain compliant by completing quarterly training.*

*1 missed training may inactivate the volunteers and they may not continue until they have completed the training and possibly repeat SafeParish training.*

### **B. For those who already have SafeParish training**

1. While filling in the form, they will be prompted with directions to add Nativity as a location.

2. Once they add Nativity as a location the Safe Environment Coordinator can confirm their clearance and compliance, then communicate to the volunteer and the program coordinator (if indicated in the form) that they are cleared to start.

### **C. Ongoing training**

1. All volunteers are required to complete quarterly training.
2. Any volunteer who falls 1 training behind will be inactivated.
3. Inactivated volunteers may not serve.
4. The Safe Environment Coordinator will run a monthly report and email those who are at risk of being/have already been inactivated by the Archdiocese.
5. Inactivated volunteers can contact the Safe Environment Coordinator to reopen their account so that they can complete unfinished training.