

Saint John the Evangelist Church

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August 5, 2015

Dear Parishioners, Ministers, Employees and Volunteers

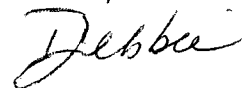
It is my job to comply with the rules set out for our parish by the Office of Protection for Children. Each year, anyone who has possible contact with children or the elderly is required to have a background screening, otherwise known as a CORI. This is not new. We have been doing this for as long as I have been on staff. However, I thought this year I would provide you with access to some of the documentation sent to us by the Archdiocese for your complete understanding of this process. These forms are available on our website, www.stjohneb.org.

We will, once again, make the CORI forms available, however NOT at the Annual Church Picnic. I thought this year we should just enjoy each other's company and I will make myself available after all the Masses the weekend of September 26th and 27th. I have included the list of Volunteer Ministries Required to be CORI'd. If you are new to a ministry, please read this list to make sure you need to be appropriately CORI'd. Otherwise, you will not be able to serve. Most of our volunteers and ministries have been through this before. If you did it in the past, you need to do it again this year. I am not always aware of new members, so I would ask the veteran members to be sure to have ALL the new members of their ministry follow the procedure to be CORI'd.

You must fill out both papers of the CORI Form as well as a Code of Conduct: Statement of Agreement; three (3) pages in all. Please be sure to print clearly. You MUST indicate if you have been CORI's last year or if you are NEW. You must also list your position as an employee or a volunteer. Some of you have many positions. It is alright to select one or you may list all of them. It is up to you. **YOU MUST INCLUDE THE FIRST 6 -DIGITS OF YOUR SOCIAL SECURITY NUMBER.** Complete the rest of the information and sign the document. Here comes the fun part. All forms must be verified by me. At this time you must bring your Driver's license for verification. I will have forms available on the weekend of the 26th and 27th. If that weekend does not work for you, the forms are available on our website, www.stjohneb.org. You can print out the CORI Forms and Code of Conduct: Statement of Agreement, fill it out according to the above directions and bring it to the Rectory by October 15th. PLEASE DO NOT MAKE ME CHASE YOU. THIS IS VERY IMPORTANT TO THE ARCHDIOCESE, so much so they have randomly audited various parishes. It would be extremely embarrassing if they audited us and we did not have our paperwork in order.

Our Ministries are what make this Parish so strong. I am extremely proud to be a part of our Parish and look forward to working with you to accomplish this goal once again. Thank you for your corporation in this task. If you have any questions or if you have any suggestions on how to make this process easier, please let me know.

Sincerely



Debbie Conrad
Administrative Assistant