

## **Archdiocese of Baltimore Shield the Vulnerable Training**

Registered leaders are required to complete the Archdiocese of Baltimore's Shield the Vulnerable training when signing up to be a leader. The process is simple:

Please register as a **PARISH/SCHOOL** volunteer at [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org).

1. Select **First-Time Signup**
2. Select **Catholic Dioceses**
3. Select **Baltimore Archdiocese**, then select **Confirm**
4. You will then see a letter from Archbishop Lori. After reading his letter, select **NEXT**.
5. User Login Data section: You will create your own login-ID and password. Once all requested information is completed, select **Next Step**.
6. Affiliation section: Select **Volunteer** as User Type.
7. Select the appropriate Location Type, Where Located, and Location Name.
8. Because you are working with children, select **Substantial contact w/children**. However, if you also will be driving children as part of your volunteer service, then select **Drivers with contact**. Then select **Next Step**.
9. You will be asked, "Do you volunteer at another location?" If you will be serving at another location, repeat steps 6-8 for that location.
10. Application Info section: You will be asked, "Are you a new volunteer?" Select **Yes**.
11. Answer the three questions for volunteers/employees and provide three references. **It is important the references you enter match the paper reference forms you are submitting. Please enter these three people as references:**
  - a. Marc Fischer, 6460 Tydings Road, Eldersburg, Maryland 21784 – 410.977.2956
  - b. Jim Lanier, 7561 Willow Bottom Road, Sykesville, Maryland 21784 – 301.606.8224
  - c. Melissa Reed-Konigsdorffer, 7681 Swallow Road, Sykesville, Maryland 21784 – 443.929.0162
12. Then select, **Next Step**.
13. Summary/Confirm section: Review your information. If it is correct, select **Accept** and then **Confirm Signup**.
14. **Background Check Registration/Criminal History Screening:** Complete the background check form and authorization. Enter your electronic signature, then choose **I Consent to the Background Check**.
15. Next you will need to complete **Protect the Children: STAND** online training.
16. Once you have finished the training, you will be asked to read the Archdiocese of Baltimore's child and youth protection policies: *A Statement of Policy for the Protection of Children and Youth* and the *Code of Conduct for Church Personnel in the Archdiocese of Baltimore*. You will be asked to answer questions about the policies.

When you have completed your training, please scan/email, mail, or drop off your Shield the Vulnerable completion certificate and your three reference letters (see above) to Marc Fischer ([pmarcfischer@icloud.com](mailto:pmarcfischer@icloud.com)).



# ARCHDIOCESE OF BALTIMORE REFERENCE CHECK FOR VOLUNTEERS

The Archdiocese of Baltimore and **St. Joseph Catholic Community** are committed to providing safe and healthy environments for children and youth. This commitment is expressed in the Archdiocese of Baltimore's child and youth protection policies. All applicants for volunteer service who will have substantial contact with children and youth must provide three references. These references must be checked and documented before the applicant may begin serving.

\_\_\_\_\_ has applied to serve at **St. Joseph Catholic Community** and has provided your name as a reference. Please check the appropriate response to the following questions. Thank you in advance for your assistance.

1. To your knowledge, has the applicant ever been accused of, charged with, or convicted of child abuse?  
 Yes  No
2. To your knowledge, has the applicant ever been terminated from any volunteer service or employment due to suspected child abuse?  
 Yes  No
3. Are you aware of any reason why the applicant should not be placed in a position where he/she will be working with children and youth?  
 Yes  No
4. To your knowledge, is there any reason why applicant should not serve as a volunteer in the Archdiocese of Baltimore?  
 Yes  No

If yes, please explain: \_\_\_\_\_

5. What is your relationship to volunteer? **Scouting Volunteer**

Please provide your electronic signature with date below.

I, \_\_\_\_\_, affirm that I am the person who completed this reference form and that the information I provided is true and correct to the best of my knowledge.

Date: \_\_\_\_\_

Please return to: **St. Joseph Catholic Community**  
Click here to enter text.



# ARCHDIOCESE OF BALTIMORE REFERENCE CHECK FOR VOLUNTEERS

The Archdiocese of Baltimore and **St. Joseph Catholic Community** are committed to providing safe and healthy environments for children and youth. This commitment is expressed in the Archdiocese of Baltimore's child and youth protection policies. All applicants for volunteer service who will have substantial contact with children and youth must provide three references. These references must be checked and documented before the applicant may begin serving.

\_\_\_\_\_ has applied to serve at **St. Joseph Catholic Community** and has provided your name as a reference. Please check the appropriate response to the following questions. Thank you in advance for your assistance.

1. To your knowledge, has the applicant ever been accused of, charged with, or convicted of child abuse?

Yes  No

2. To your knowledge, has the applicant ever been terminated from any volunteer service or employment due to suspected child abuse?

Yes  No

3. Are you aware of any reason why the applicant should not be placed in a position where he/she will be working with children and youth?

Yes  No

4. To your knowledge, is there any reason why applicant should not serve as a volunteer in the Archdiocese of Baltimore?

Yes  No

If yes, please explain: \_\_\_\_\_

5. What is your relationship to volunteer? **Scouting Volunteer**

Please provide your electronic signature with date below.

I, \_\_\_\_\_, affirm that I am the person who completed this reference form and that the information I provided is true and correct to the best of my knowledge.

Date: \_\_\_\_\_

Please return to: **St. Joseph Catholic Community**

[Click here to enter text.](#)



# ARCHDIOCESE OF BALTIMORE REFERENCE CHECK FOR VOLUNTEERS

The Archdiocese of Baltimore and **St. Joseph Catholic Community** are committed to providing safe and healthy environments for children and youth. This commitment is expressed in the Archdiocese of Baltimore's child and youth protection policies. All applicants for volunteer service who will have substantial contact with children and youth must provide three references. These references must be checked and documented before the applicant may begin serving.

\_\_\_\_\_ has applied to serve at **St. Joseph Catholic Community** and has provided your name as a reference. Please check the appropriate response to the following questions. Thank you in advance for your assistance.

1. To your knowledge, has the applicant ever been accused of, charged with, or convicted of child abuse?  
 Yes  No
2. To your knowledge, has the applicant ever been terminated from any volunteer service or employment due to suspected child abuse?  
 Yes  No
3. Are you aware of any reason why the applicant should not be placed in a position where he/she will be working with children and youth?  
 Yes  No
4. To your knowledge, is there any reason why applicant should not serve as a volunteer in the Archdiocese of Baltimore?  
 Yes  No

If yes, please explain: \_\_\_\_\_

5. What is your relationship to volunteer? **Scouting Volunteer**

Please provide your electronic signature with date below.

I, \_\_\_\_\_, affirm that I am the person who completed this reference form and that the information I provided is true and correct to the best of my knowledge.

Date: \_\_\_\_\_

Please return to: **St. Joseph Catholic Community**  
Click here to enter text.