

**Diocese of Prince George
Chancery Office
Box 7000
Prince George, BC V2N 3Z2**

Safe Parish Communities: Criminal Record Check and Pledge

INSTRUCTIONS

NEW EMPLOYEES AND VOLUNTEERS: New employees and volunteers participate in a mandatory orientation session (see DVD previously sent to all parishes) and read and sign the Safe Parish Community Pledge. The pastor (or his delegate) is responsible for determining the level of risk of each employee and volunteer, and for following the appropriate protocol for each (see Safe Parish Communities policy on the Diocesan website: www.pgdiocese.bc.ca).

PLEDGE: All volunteers and employees must sign the Safe Parish Community Pledge.

Please ensure first and last names are printed legibly in the space provided at the top of the page (We have received Pledges with only a first name and ones where neither the printed name nor signature gives any clue as to who the person is!)

VOLUNTEERS: The parish is responsible for ensuring volunteers categorized at a **Higher Risk** fill out the attached forms (CRC Volunteer #2, #3, #4) and take them to the RCMP. Before giving the form to the volunteer the parish fills in the section authorizing the RCMP to disclose the information with the name of the pastor (or his delegate) and the parish address. The parish also gives the volunteer a covering letter for the RCMP which states that the person is a volunteer (see attached sample letter); this ensures the process is done free of charge. When the search has been completed and the RCMP has returned the appropriate document to the parish, attach it to their signed Safe Parish Communities Pledge and mail to:

Mary-Anne Lewis Jamin
Box 7000
Prince George, BC V2N 3Z2

Please do not fax or email these documents.

EMPLOYEES: The parish is responsible for ensuring all employees undergo a Criminal Record Check. Because the cost of this check is born by the Diocese, a British Columbia Ministry of Justice Consent to a Criminal Record Check form (see attached) must be filled in, signed and mailed (along with the signed Safe Parish Communities Pledge) to the above address. The revised form requires ID verification and therefore included with the completed Consent form is a photocopy of two pieces of ID, at least one of which is a primary source (see attached list). Again, please do not fax or email these documents.

We are expecting our Diocese will be audited for compliance with the Safe Parish Communities protocols in the near future; your cooperation with these matters is greatly appreciated. If you have any questions or concerns, please feel free to contact me at 250-964-4424 ext. 234 or majamin@pgdiocese.bc.ca. I will also be available at the Diocesan Study Days on October 1&2.

Mary-Anne Lewis Jamin
Vice Chancellor