



ST. MICHAEL CATHOLIC CHURCH

Dear Parishioner:

Thank you for your interest in serving our community! The Diocese of Fort Worth promotes the safety of all individuals with the establishment of Safe Environment Programs in parishes and schools. Safe Environment Programs provide training to safeguard the physical, emotional, and spiritual well-being of all members of the community.

To complete the training requirement follow the three steps outlined below. Please note, as part of this program you will be asked for permission to conduct a criminal background check.

- 1) Registration on the “Safe and Sacred” system;
- 2) Authorization of a background check; and
- 3) View or listen to the training modules and complete any quizzes

Directions on how to complete all three steps are detailed below:

REGISTRATION ON THE SAFE & SACRED SYSTEM:

- Click on this URL <https://safeandsacred-fwdioc.org> or type it into your internet browser.
- Click on the “Create new account” button in the center of the screen.
- A registration screen will open up. Create a login and password (case sensitive).
- Complete all of the requested fields.
- When selecting your “Training Position” be sure to select **Catechist** if you are involved in any educational ministry. Otherwise, select **Parish – Lay Volunteer** as shown below:

▼ My Ministry

Training Position* Required

Institution*

▼ Security Question

Select a Security Question*

Answer to Security Question*

▼ Site policy agreement

Choose...

Choose

Catechist

Catholic Center - Lay Staff

Catholic Center - Lay Volunteers

Clergy - Deacon

Clergy - Priest

Deacon Candidate

Drivers

Finance - Bookkeeping

Individuals Doing Business

Ministry Leaders - Young Adult and Youth

Money Counters

Parish - Lay Staff

Parish - Lay Volunteer

Religious Education

Religious Men

Religious Women

Safe Environment Coordinators

School - Lay Staff

School - Lay Teacher



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- Check the box indicating that you understand and agree to the site policy.
- Click on the “Create my account” button at the bottom of the registration page.
**Note: if a field is missing or incomplete, the system will not move forward. You must go back and check to be sure you have completed all the required fields. Then click on the “Create my account” button again.*
- When you successfully complete the registration process, the system will immediately move you into the background check process, as described below.

BACKGROUND CHECK AUTHORIZATION:

- A new screen will open with the “Screening One” logo.



- Here you are asked to authorize a background check. Please do so by typing in your name under “Option 1”. *If you choose Option 2 on the background check screen, you must print out the form, sign by hand, and physically deliver by mail or in person to the Catholic Diocese of Fort Worth. Choosing Option 2 may delay your application.*
- On the next screen, please click the box to acknowledge that you have read, and understand the document called “A Summary of Your Rights under the Fair Credit Reporting Act”. Then click the “Continue” button.
- A form called “Authorization for Release of Information” will open. This form is required by the Diocese of Fort Worth. Please complete the form and type in your name on the “Signature” line.
- On the next screen, please click the box to acknowledge that you have read and understand the “Disclosure Regarding Background Investigation”. Then click the “Continue” button.
- At this point, an “Application Summary” screen will appear. Carefully review your information for accuracy. If you would like to make changes, click “Edit” next to an item. When you are finished click the “Submit” button.
- A Confirmation screen will appear that will provide you with a confirmation number (in the text box).
- If you would like, you may print the Confirmation page and/or the Authorization page by clicking on the “Print Confirmation” button or “Print Authorization” button.
- When you are finished, please close this browser tab or window so that you may continue on with the Safe and Sacred program.



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TRAINING MODULES & QUIZZES:

- Return to the browser tab or window with the Safe & Sacred program. A screen will now appear called “Serving Vulnerable Populations”. On this screen you have the option of watching a brief tutorial on how to navigate the training section, or you can select the green “Go” button and proceed directly to the training.
- The lessons that are listed under the “Go” button on the right side of the screen are the training modules you will be completing to satisfy your Safe Environment training for a three year period.
- Complete the required quizzes at the end of each module. You must score at least 90% to move forward. If you do not score at least 90% on your first attempt, return to the module to repeat the session and take another quiz.
- After you complete the training modules and quizzes you will receive a message stating “Congratulations, you have completed the training”. **However, do NOT exit the program yet!** There’s one more step!
- Please click on the button at the bottom of the screen to proceed to the Code of Conduct.

CODE OF CONDUCT:

- On this screen, please click the box to acknowledge that you have read and understand the Diocese of Fort Worth “Code of Conduct”. Then click the “Continue” button.
- You must agree to the Code of Conduct for your Training to be complete. If you do not indicate your agreement your Certificate of Completion will not be issued.
- After you complete the training modules and quizzes, and after your background check has finished processing, you will receive an e-mail stating that your training Certificate of Completion has been issued. In some rare cases, the background check will return at the same time you complete the training modules. If this happens, your certificate will appear on the screen and you may print a copy if you wish.

If you have any questions or problems, please contact Annette Lee, Safe Environment Coordinator, at 817-510-2718 or alee@smcchurch.org.

Thank you for completing the Safe Environment Program of the Diocese of Fort Worth and your service to St. Michael parish!