

# St. Bartholomew Parish Volunteer Procedure

## Protecting God's Children

The Diocese of Metuchen requires that all adults who volunteer with children must undergo a background check, specifically, a volunteer application, a fingerprint screening and attend a Virtus "Protecting God's Children for Adults" training session and acknowledgement of the Pastoral Code of Conduct. This process must be done specifically for the Diocese of Metuchen and St. Bartholomew Parish.

1. Complete the Volunteer Application. Submit the form to the Parish Office. This form is available on our Parish website and the Diocesan website.  
<http://diometuchen.org/offices-and-ministries/vicar-general/child-and-youth-protection/policies-and-forms/>
2. Register for the Virtus "Protecting God's Children" session. To register for the Virtus class, please to the Diocese of Metuchen website, diometuchen.org. On the Home page is Virtus Sign up. Click on the box and the choices of sessions is listed and you can register for a class.  
[https://www.virtusonline.org/virtus/reg\\_list2.cfm?theOrgID=17046&theme=0](https://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=17046&theme=0)  
After attending the class please forward a copy of your Certificate of Completion to the Parish Office.
3. Complete the Fingerprint Background Check process. The form is available on the Parish website. Identog, MorphoTrust Volunteer Fingerprint Form. Please note that the Contributor's Case # is **MET022**. You will secure your appointment by registering at [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj). Full details and explanation is offered on the Diocesan website.  
<http://diometuchen.org/offices-and-ministries/vicar-general/child-and-youth-protection/fingerprint-process/>  
Once you have completed the fingerprinting please submit your form and the register receipt the Parish Office.
4. Please review the Roman Catholic Diocese of Metuchen code of Pastoral Conduct which can be found on the Diocese of Metuchen website.  
<http://diometuchen.org/offices-and-ministries/vicar-general/child-and-youth-protection/policies-and-forms/>  
Print and Complete and sign the attached Acknowledgement of Receipt and Review form and return it to the Parish Office.

If you have any questions or concerns about these instructions please contact Linda Carulli at 732 257-7722 or [lcarulli@stbartseb.com](mailto:lcarulli@stbartseb.com).