

Dear Employee,

As you know, **PARISH/SCHOOL** and the Archdiocese of Baltimore have a commitment to maintaining the trust of the faithful by providing our children and youth with safe environments characterized by healthy relationships. With our longstanding commitment in mind, **PARISH/SCHOOL** and all parishes and archdiocesan Catholic Schools will be using *Shield the Vulnerable*, a new compliance management system that will allow all parishes and schools to facilitate compliance with archdiocesan child protection requirements for all volunteers who work with minors and for employees.

As an employee, please register as a **PARISH/SCHOOL** employee at [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org). You will register by selecting an organization. Select: “Catholic Dioceses” and “Baltimore Archdiocese.” You will be asked to provide demographic information, including contact information. You will create a login-ID and password. Next you will select your “Affiliation.” You will select, “Employee.” Once you have registered, you will be asked for the date of your last criminal history screening. If you have been screened within the last five years, you do not need to be rescreened at this time. For your date of screening, please indicate **xx/xx/xxxx**.

Next you will need to complete *Protect the Children: STAND* online training. Because of our continuing commitment to our children and youth, the new policy requires that volunteers with substantial contact with minors, all employees, and all clergy renew this safe environment training (*Protect the Children: STAND*) every five years. All employees are required to complete the new training by December 31, 2014 and participate in updated training every five years thereafter. Please notice that there are other optional training courses available for Church personnel of the Archdiocese of Baltimore. Once you have completed the training, you will be asked to read the newly revised *Code of Conduct for Church Personnel in the Archdiocese of Baltimore* and *A Statement of Policy for the Protection of Children and Youth*. The original versions of these landmark documents were introduced over a decade ago.

Thank you for your service to our Church and especially for your commitment to the children and youth. Please contact **SCREENING COORDINATOR**, our screening coordinator, if you have any questions.

Peace of Christ,  
**Pastor/ Principal/ or Screening Coordinator**