

**SAINT JOHN  
THE  
EVANGELIST  
ROMAN  
CATHOLIC  
CHURCH**

668 Clearfield Road  
Fenelton, PA 16034-9735

Dear Co-Worker In Christ:

We are all aware of the grave problem of the abuse of children that exists within society. Each of us must do all that we can to help protect those children entrusted to us. This is especially important for those that work and minister in the Church.

As a critical part of our safe environment policy for young people, the Diocese of Pittsburgh has created a centralized database of those that work and minister in the Church as employees and volunteers. To create this secured diocesan database, all who have contact with the youth of our parish are required to create an electronic file by completing an application. This includes clergy, religious, employees, or volunteers in our parish.

The centralized diocesan database is our means to ensure that the Church -- locally and nationally -- not only fulfills the mandate of the Church in the United States as outlined in the *Charter for the Protection of Children & Young People* and the clear requirements of the 2004 diocesan policy, but also meets the requirements of state and federal law.

Completing the application that will create your file for the diocesan database will take about 20 minutes of your time. If you have access to the internet at home, at work, or at the local library, you can complete the application online. Please use the stapled packet to assist you in completing the online application. If you do not have access to the internet or are uncomfortable completing the application online, you may come to the church office, during office hours, and we will complete the application together. Please do not send money as the Child Abuse form states; there will be no cost to you.

These are the things I need back from you:

- Registration for the Protecting God's Children workshop (see our website under Safe Environment, Protecting God's Children tabs for workshops being held in the Pittsburgh Diocese)
- Child Abuse History Clearance
- Consent/Release of Information Authorization Form for the Pennsylvania Child Abuse History Clearance
- The last page in the Code of Pastoral Conduct booklet (the booklet is yours to keep)
- The last page in the Reporting of Child Abuse and The Child Protection Services Law of Pennsylvania booklet (the booklet is yours to keep)
- Cardinal Clause (only required of catechists & catechist aides)

Thank you for all you do for the Church and helping to ensure that our parish and ministries are safe environments for our children. If you have any questions or need help filling out the forms, please contact me at 724-287-7590 on Tuesdays and Thursdays or email me at [stjohnchurch@zoominternet.net](mailto:stjohnchurch@zoominternet.net).

Blessings,

Barbara Boltz  
Safe Environment Coordinator