St. Peter Site Administrator for Child & Youth Protection – Julie Dickinson

(from paper files, to Catholic Mutual Group-CMGConnect, to VIRTUS (spreadsheet & paper files as backup) **Annual Audit Affidavit**

**Minors:**

School staff and volunteers

Confirmation volunteers

Faith Formation volunteers

Choir members

St. Peter Knights of Columbus members

Boy Scouts and Cub Scouts volunteers

**Vulnerable:**

Order of Malta members

Volunteers taking communion to the homebound & nursing homes

Fostering Hope volunteers

Member of Safe Environment Advisory Board selected by Bishop Sheridan & Deacon Doug – to help determine which safe environment platform would be best for tracking and implementing training and background checks for the protection of our youth

Scheduler of Church Facilities – conference rooms, sanctuary, vestibule

Schedule PMC facilities when Margaret is absent

Maintain Certificates of Insurance (contractors, vendors)

File and secure permanent files – Letters of Good Standing for visiting priests, missionaries, etc.

Incident Reports for Diocese and Catholic Mutual Group – Worker’s Comp & personal injury insurance

Property Tax Exemption Forms (Annual) – use and square footage of Church, School, PMC, Rectory, Parking Lots

Assist Sr. Quyen with Middle School Youth Group - 1st Tuesday of the month

* provide 2 adults at every meeting – Safe Environment
* help set up, decorate and tear down rooms
* brainstorm and plan lessons

Help cover the front desk when needed

Run donation envelope reports when needed – send CRV file to Cathedral Corporation with names and addresses of current members of the parish

Offer extra hands (set-up, decorate, clean-up of St. Peter events), eyes (proof/edit emails, bulletins, letters) and ears (do minutes during meetings as assigned by the pastor)

Assist the pastor with health and emergency needs