



**ROMAN CATHOLIC  
DIOCESE of ORANGE**

PASTORAL CENTER: OFFICE OF CHILD AND YOUTH PROTECTION  
13280 CHAPMAN AVENUE, GARDEN GROVE, CA 92840

## Diocese of Orange

Requirements to work or volunteer with minors or dependent adults

### Policy

All diocesan employees and volunteers at schools, parishes and centers, age 18 and above, working in any capacity with minors, (children under the age of 18), or dependent adults, must meet the following requirements:

1. Obtain and clear criminal background screening, via LiveScan fingerprinting
2. Complete safe environment training through <https://orange.cmgconnect.org/> and re-train every three years
3. Sign the diocesan *Policy Against Sexual Misconduct*, Code of Conduct.

The following adults must undergo background screening, via the Live Scan fingerprinting process, have clearance, and complete safe environment training before the start of employment or volunteer work.

Priests, Deacons, Seminarians	Directors/Coordinators of Religious Education
Principals, Teachers, and School Personnel	Youth Ministers
Volunteer Catechists, Facilitators, Leaders, Aides, etc. Working with Minors	Office Volunteers (parish, religious education, Youth Ministry and school)
Children’s Catechumenate Directors, Catechists and Volunteers	Coordinator and Volunteers for Children’s Liturgy of the Word
In-home classes – Adult Occupants	Drivers and Chaperones
Parent Volunteers Working with Minors	Parish Staff who have contact with Minors
Parish Receptionist, Business Manager, Plant and Facility Managers	Parish and School Janitors, Maintenance, Handymen, Gardeners
Childcare Providers	Altar Server Trainers, Coordinators
Sacristans and Assistant Sacristans	Full and Part time Liturgy/Music Directors, and Choir Directors
Quinceañera Coordinators	Boy and Girl Scout Leaders, Brownie Leaders, etc.
Extraordinary Ministers of Holy Communion to the Sick and Hospitals	Knights of Columbus



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**Fingerprinting:** Applicant should obtain LiveScan fingerprinting forms from their Diocesan parish, school or center's Record Custodian. The site Record Custodian will issue the necessary forms required for fingerprinting as well as a list of available fingerprinting locations. Fingerprinting is to be completed ONLY at one of the Diocesan Certifix locations on the list.

**Safe Environment Training:** Applicant can log on to <https://orange.cmgconnect.org/> to complete their safe environment training course. When creating a profile, individual is to choose the name of their parish from the drop down list. User end instructions can be found by clicking on this link <https://www.rcbo.org/wp-content/uploads/CMG-Connect-Instruction-Sheet.docx.pdf> , or by copy and pasting this address to your browser.

**Code of Conduct:** The *Policy Against Sexual Misconduct* for lay employees and volunteers can be found uploaded to the safe environment training course. The applicant will need to electronically sign by clicking on appropriate box acknowledging he/she has read the PASM.

A hard copy can be obtained through the diocesan office of Human Resources.

**Certificate of Completion:** Upon completing the safe environment training course, the individual will print a certificate of completion and turn it in to the Record Custodian at their parish, school or center. This is to be repeated every three years.

For more information, please contact the Department of Child and Youth Protection at (714) 282-3069