

**Archdiocese of Oklahoma City  
St. John the Baptist Catholic Church  
St. Elizabeth Ann Seton Catholic School**

**Safe Environment Application Procedures  
for Volunteers (14 years of age and over) and Employees**

Please complete the following steps **before any volunteer or employee begins work:**

1. **Interview.** Interview the prospective volunteer or employee. The interview should be full and thorough. If the interview indicates they have potential, continue the process. Interviewer is to complete the Interview Form. The Interview form is kept on file with the SE Coordinator, Angela Holt. *There is a 6 month waiting period for those who move in from outside of the Archdiocese of Oklahoma City.*
2. **Safe Environment Application.** Have the prospective volunteer (14 years of age and over) or employee complete and sign the Archdiocesan paper application form. The prospective volunteer/employee should be given the "Archdiocese of Oklahoma City Procedures for Reporting Child Abuse and Neglect of Minors" brochure. *Background checks are completed on the prospective volunteer/employee 18 years of age and over.* The SE Application is kept on file with the SE Coordinator.
3. **Code of Conduct.** The Code of Conduct must be read and understood by the applicant, and the *Statement of Receipt and Agreement Code of Conduct* signed and dated. The signed Statement of Receipt and Agreement Code of Conduct is kept on file with the SE Coordinator.
4. **Reference Forms.** Please give to applicant 3 Reference forms so they may give to their 3 references, they can return by mail or email. The References forms are kept on file with the SE Coordinator.
5. **Safe Environment Training.** All employees (**no exceptions**) and all volunteers (**14 years of age and over**) must attend an Archdiocesan approved Safe Environment training session within this Archdiocese. Each person needs to sign in and the attendance record is to be kept on file with the SE Coordinator. **The Safe Environment workshops** are held throughout the facility. Please contact Angela Holt for dates, times and locations.
6. **Social Media Guidelines.** The Social Media Guidelines must be read and understood by the applicant, and the *Summary of Guidelines* signed and dated. The signed *Summary of Guidelines* is kept on file with the SE Coordinator.

**If the person of interest has done SE paperwork outside of our Archdiocese** they will need to do the above process. We only accept SE paperwork from our Archdiocese.

**If the person of interest says they have already completed the Safe Environment protocol in our Archdiocese,** please contact the SE Coordinator so that we may verify. This can be done by computer and only takes a few minutes. If the prospective volunteer/employee's paperwork is located at another parish the prospective volunteer/employee will be asked to contact that parish and request a copy of all SE paperwork to be sent to the SE Coordinator. Then all we would need would be an **Interview form** completed by the interviewer of the area of ministry.

If a volunteer/employee has a name change (i.e. weddings, divorces), the individual must contact the SE Coordinator as soon as possible to ensure their name is updated in our database.

Individuals may volunteer or work on the premise once confirmation by the SE Coordinator is provided confirming that all of the steps have been completed and documentation is on file in the Parish Office.

The Volunteers/Employee SE Packet contains the following:

- SE Application – to be returned to the Department Trainer
- 2 copies of the Code of Conduct Statement of receipt – 1 copy to be signed and kept in the file and the other copy is to be retained by the applicant.
- 3 Reference Forms – to be returned to the Dept. Trainer
- Archdiocese of Oklahoma City Procedure for Reporting Child Abuse and Neglect of Minor's brochure – to be retained by the applicant
- Social Media Guidelines-Summary of Guidelines signed and dated to be returned to Dept. Trainer

Additional Forms Required for SE File:

- Interview Form – to be provided by Department Trainer
- SE Training Attendance Record – to be provided by the Department Training
- Proof of Background Check – to be provided by SE Coordinator

***All SE forms, application, sign in sheets, etc. are kept on file with the SE Coordinator, Angela Holt [aholt@stjohn-catholic.org](mailto:aholt@stjohn-catholic.org), phone # 405-340-0691 x 116.***