



Saint Patrick's Church

115 Maple Avenue
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Date: November 18, 2019
To: Ministry Coordinators and All Parish Volunteers
From: Cathy Fafone, Parish CASE Coordinator, catherine.fafone@dor.org
Regarding: Change in Policy concerning CASE Training Requirements in the Parish

Dear ministry coordinators and all parish volunteers,

We join in the efforts of our diocese in working diligently to protect all people, most especially our children, young people and vulnerable adults. In relation to these efforts, effective immediately, current and new parish volunteers will be required to do -

- CASE Training,
- Background Check, and
- Code of Conduct.

Ministry coordinators, please submit to me, by November 25th, a current list of your ministry volunteers to ensure that every volunteer appears in the parish roster of volunteers. I update the roster regularly and it is reviewed on a monthly basis by Mark Hamilton and Dave Keebler.

Every new volunteer has to complete the CASE training, background check and code of conduct prior to beginning his/her ministry.

Towards the end of the month, I will be notifying volunteers whose requirements are expiring to recertify. It is most helpful when recertifications are completed as soon as possible.

Also, please let me know when volunteers have stepped down from their ministry so this could be reflected on the parish roster.

If any question, you may reach me through (585) 924-7111.

Thank you.