

**Before** completing **Protecting God's Children** online training, please register with **VIRTUS Online**.

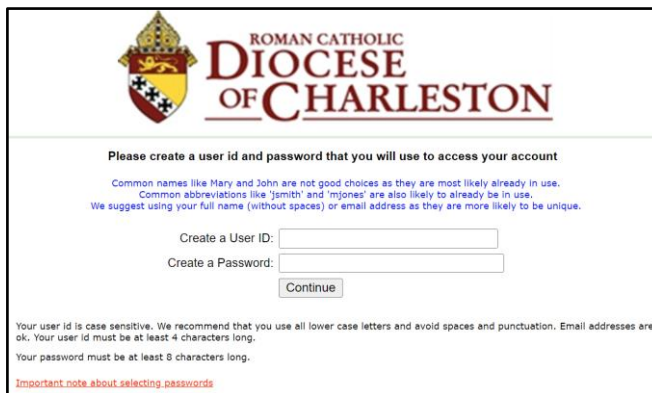
Please register by **going** to:  
[https://www.virtusonline.org/virtus/reg\\_2.cfm?theme=0&org=37845](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37845)

Or you can also go to [www.virtus.org](http://www.virtus.org) and click on 'First-Time Registrant' and select Charleston from the dropdown list.



**Create** a user ID and a password you can easily remember. This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred user ID is already taken, please choose another ID.

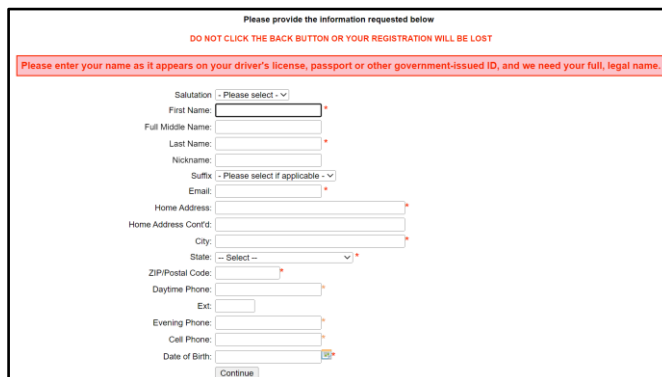
Click **Continue** to proceed.



**Provide** all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number, and Date of Birth.

**(Note: Do not click the back button or your registration will be lost.)**

Click **Continue** to proceed.

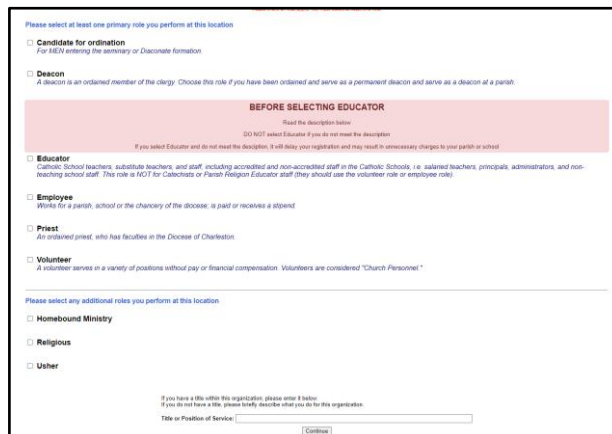


**Select** the Primary location where you work or volunteer by clicking the downward arrow and highlighting the location and your associated Role(s).

Then select your specific position or service for the identified roles from the available list.

Click **Continue** to proceed.

*Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).*

Your selected location(s) and role(s) are displayed on the screen. Select **YES**, if you need to add secondary/additional locations and roles.

Otherwise, if your list of locations is complete, select **NO**.

**You have chosen following locations and roles:**

Blessed Pier Giorgio Frassati Parish (Myrtle Beach)

• Volunteer ✓

**Are you associated with any other locations?**

Yes

No

**Please read the Child Protection Policy.**

To proceed, please check the box and provide your **electronic signature** and **today's date**.

Click **Continue** to proceed.

Diocese of Charleston, South Carolina  
 Child Protection Policy

THE DIOCESE OF CHARLESTON  
 POLICY  
 CONCERNING THE PROTECTION OF MINORS AND  
 VULNERABLE ADULTS FROM SEXUAL ABUSE  
 BY CHURCH PERSONNEL (2022)  
 AND  
 CODE OF CONDUCT FOR CHURCH PERSONNEL AND  
 MINISTERIAL STANDARDS AND GUIDELINES  
 FOR DEALING WITH MINORS AND VULNERABLE  
 ADULTS

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I hereby represent that I have read, and understand this document.

Please provide an electronic acknowledgement to confirm you have received the document above.

Full Name (first, middle, and last):  (John D. Smith)

Today's Date\*:  (mm/dd/yyyy)

[Continue](#)

**Please read the Code of Conduct.**

To proceed, please check the box and provide your **electronic signature** and **today's date**.

Click **Continue** to proceed.

Diocese of Charleston, South Carolina  
 Code of Conduct

APPENDIX I  
 CODE OF CONDUCT FOR CHURCH PERSONNEL  
 AND MINISTERIAL STANDARDS AND  
 GUIDELINES FOR DEALING WITH MINORS  
 AND VULNERABLE ADULTS

Preamble

The Diocese of Charleston holds Church Personnel (as defined in the Diocese's Sexual Abuse Policy) accountable for maintaining the integrity of all ministerial and professional relationships. The purpose of this Code of Conduct ("Code") is to set forth the basic principles, standards and guidelines applicable to interactions by Church Personnel with Minors and Vulnerable Adults. It would be impossible to create a comprehensive list of specific acts constituting violations of this Code. In addition to strict compliance with legal requirements, Church Personnel in the Diocese are expected to be guided by the basic principles of the Catechism of the Catholic Church in the conduct of diocesan affairs and to comply with all diocesan policies, including compliance with the Diocese of Charleston Policy Concerning the Protection of Minors and Vulnerable Adults from Sexual Abuse by Church Personnel, as amended from time to time ("Sexual Abuse Policy"). Church Personnel should also adhere to the Ministerial Standards and Guidelines contained in this Code.

While the individuals who prey on Minors and/or Vulnerable Adults are a very small minority, they have nevertheless placed Church Personnel in a difficult situation regarding their interactions and relationships with Minors and/or Vulnerable Adults. Although the current situation is not your fault, you are a secondary victim of those who have abused the trust of Minors and Vulnerable Adults. Because of the criminal acts and abuses of trust by a small minority of Church Personnel, the public often views all Church Personnel with skepticism and distrust. To protect yourself as well as Minors and Vulnerable Adults, it is very important that you learn and comply with the Diocesan Policy, Code of Conduct and Ministerial Standards and Guidelines. It is also necessary that you be aware of and comply with the requirements to report Sexual Abuse of Minors or Vulnerable Adults under diocesan policy and South Carolina law.

While there is an expectation that common sense will be used, this Code is provided for the purpose of explicitly drawing attention to the special care that must be taken by Church Personnel in ministering to

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Full Name (first, middle, and last):  (John D. Smith)

Today's Date\*:  (mm/dd/yyyy)

[Continue](#)

**Please read the Social Media Policy.**


To proceed, please check the box and provide your **electronic signature** and **today's date**.

Click **Continue** to proceed.

Diocese of Charleston, South Carolina

Social Media Policy

1 of 2



**Diocese of Charleston**  
Social Media Policy

**PREAMBLE**

The Roman Catholic Diocese of Charleston places the highest value on the integrity of Church Personnel in our parishes, agencies, schools and organizations. All Church Personnel must uphold Christian values and work diligently to serve and enhance the mission of the Church. This Policy provides a set of standards for conduct in certain situations regarding an individual's public voice on social media.

**DEFINITIONS**

*Church Personnel:* For the purposes of these guidelines, the following are included in the definition of "Church Personnel": bishops, priests, deacons, religious, lay employees, and lay volunteers involved in ministry for the Diocese, its parishes and schools.

*Social Media:* any form of electronic communication, including but not limited to websites or "apps" that are designed to turn communication into interactive dialogue, such as blogs/wikis, mobile phone, computer or tablet "apps", message boards/forums, Facebook, Vine, TikTok, Twitter, YouTube, Vimeo, LinkedIn, Instagram, Tumblr, Snapchat, GroupMe, etc.

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I hereby represent that I have read, and understand this document.

**Please provide an electronic acknowledgement to confirm you have received the document above.**

Full Name (first, middle, and last):  (John D. Smith)

Today's Date:  (mm/dd/yyyy)

**Please answer the two questions.**

Click **Continue** to proceed.

Do you drive your personal vehicle on behalf of a parish or school?

Yes  
 No

Do you handle money, have financial responsibility, or make financial decisions as part of your role within a parish or school?

Yes  
 No

**Please answer the four questions and respond as needed.**

Click **Continue** to proceed.

Have you ever been the subject of any civil, criminal, or legal complaint involving an allegation of any type of abuse or neglect of a child, an elderly adult or an adult with a disability?

Yes  
 No

If yes, fully explain the situation and outcome.

Have you ever been arrested for, convicted of, or pled guilty to a criminal offense?

Yes  
 No

If yes, fully explain the situation and outcome.

Have you ever been prohibited by this or any diocese from engaging in ministry or had your ministry restricted in any way?

Yes  
 No

If yes, fully explain the situation and outcome.

Are there any criminal charges pending against you?

Yes  
 No

If yes, fully explain the situation and outcome.

I declare that the statements on this form are true and correct

Full Name (first, middle, and last):  (John D. Smith)

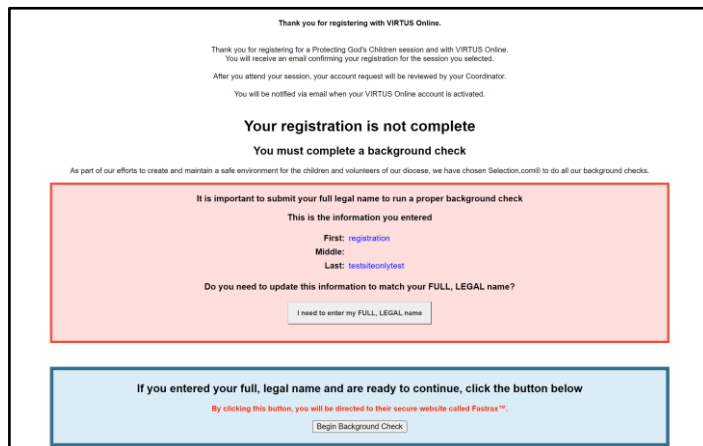
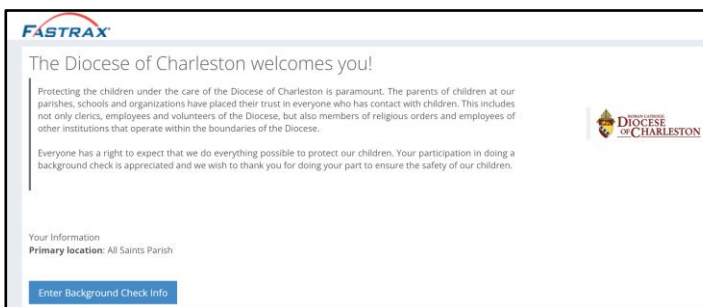
Today's Date:  (mm/dd/yyyy)

Please review “I entered my FULL, LEGAL name - Begin Background Check” on the screen to be directed to the Selection.com background check secure website, **FASTRAX®**.

Within the secure website of **FASTRAX®**, please click on **Enter Background Check Info** to proceed.

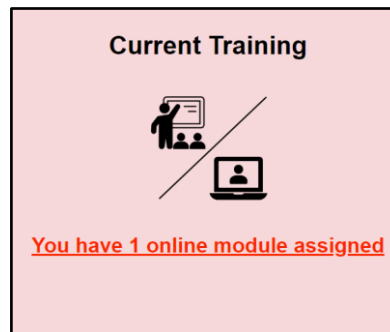
Please complete the following steps within the background check process, which includes reviewing the inquiry release, entering applicant information, a final review, and the submission of the background check.

To contact the background check provider with any issues within **FASTRAX**, please contact the Selection.com helpdesk at 800-325-3609.

Please click on ‘You have 1 online module assigned’ and then click on the **green circle** to begin the **Online Training**.

Upon completion, the last screen will allow you to **print** a certificate, and you will always have the ability to log back into your account and access the certificate.



### Online Training Modules

To begin your online training, please click the title of your assigned training:

- Protecting God's Children Online Awareness Session 4.0**  
Assigned: 07/01/2024  
Due: 07/15/2024

If you have additional questions about your VIRTUS Account, please contact the VIRTUS Help Desk at 1-888-847-8870 or helpdesk@virtus.org. Thank you!

