

# Volunteer or Employee Requirements

The Nativity Parish and Nativity School are committed to “Creating Safe Environments” for our children. All church & school personnel (clergy, religious brothers & sisters, seminarians, all employees) & volunteers must be registered in Virtus, complete required training & policy signoffs, before screening & await approval.

## Is it your first time registering online with Virtus? If yes, follow steps 1-6.

### 1. Before you begin in Virtus:

- Contact Catherine (Parish Office) before you begin – by email or phone or in person.
- Know your “role” (ex: “Parent Volunteer”) & site (Church or School or both).
- Have your ID and personal information available to you.
- Note: If you have a VIRTUS record with a different Diocese, please let us know and we will help facilitate the transfer of your record.

### 2. Register with VIRTUS Online with this direct link:

[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 go to [www.virtus.org](http://www.virtus.org), > ‘First-Time Registrant,’ > ‘Begin the Registration Process’, > “Charleston, South Carolina (Diocese)” from organization list, > ‘NO’ regarding previous registration, and then proceed to create your own User ID & Password (your choices).

### 3. **IMPORTANT:** Do not indicate that you are driving or handling money unless you have been informed to do so for your role and have the related requirements (see FAQ below).

### 4. **Retain your log-in information.** We do not have access to your password.

### 5. **Complete all the registration elements:** policies, signoffs, and online training. You can stop anytime during this part and be able to return to where you left off, including the video training.

### 6. **Background screening:** once you have completed the above, you will receive an email to complete your background screening. **Important: WAIT until you are 100% ready to complete the screening questions before you click because you cannot interrupt this part (~10 minutes).** If you are interrupted, let Catherine know, otherwise the process will stop entirely.

## Are you returning? If you are a current volunteer or employee, you have less to do!

1. Log into VIRTUS: [www.virtus.org](http://www.virtus.org) to see your “dashboard” anytime.
2. If you don’t know your User ID, contact Catherine for that or the associated email address. We cannot access your password. No question too small, so just ask!
3. **IMPORTANT:** You should receive email requests when requirements expire. If not, contact the office.

## FAQ’s

- If driving in your role, you will continue to need to provide a copy of your Driver’s License and insurance declarations with coverage minimums of 100,00/300,000 to us. These items must be entered by the Safe Environments Coordinator; they cannot be submitted by you in VIRTUS. If you have already provided these, you do not need to provide them again.
- The costs of all required screenings and training are covered by the parish/school/diocese.
- All church personnel (clergy, religious brothers and sisters, seminarians, all employees) and volunteers complete the above.
- Mandatory Background Screening information can be found on the Diocese website: <https://charlestdiocese.org/child-and-youth-protection/mandatory-background-screenings/>

More information: contact Catherine Bowen, the Safe Environments Coordinator for the Church of the Nativity, and the Nativity School, 843-795-3821 or [admin@nativitycharleston.org](mailto:admin@nativitycharleston.org).

*There are different gifts but the same spirit; there are different ministries but the same Lord; there are different works but the same God who accomplishes all of them in everyone. 1 Corinthians 12:4-6 (adaptation)*

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