

**Thank you for
completing the FY2026
Child Safety
Packet.**

COMPLETE & RETURN PAGE 2

**Good Shepherd Parish
99 Main Street
Wayland, MA 01778
(508) 650-3545**

Annual Employee/ Volunteer Acknowledgement

Fiscal Year 2026 (July 2025-June 2026)

1. Please complete the 4 sections of this form, (Policies, CORI, VIRTUS, Contact and Signature), and return this **Acknowledgement** form and your **CORI Request** form. Both forms are required annually.
2. If you return your forms in person to an office staff member, please have your driver's license with you for CORI verification.
3. If you return your forms via US Mail, leave them in the office drop box, email, or message them to the office, you **MUST** also include a copy of your driver's license for CORI verification.

Note: The Archdiocese of Boston **requires** that all Employees and Volunteers complete the **VIRTUS Protecting God's Children for Adults** training. This is a one-time, 3 hour, in-person training program which is offered regularly at parishes throughout the Archdiocese of Boston. The program will be offered at Good Shepherd Parish on 3 Saturday mornings, September 27, 2025, October 25, 2025, and January 31, 2026, from 9-12. Training program schedules and registration information are available at the VIRTUS website, <https://www.virtusonline.org>. All registrations must be done online.

If you have completed your training, and the parish does not have your certificate on file, please provide a copy of your completion certificate. If you have a VIRTUS account, your certificate should be available within your account. You can also request a certificate from the parish where you completed this program.

If you have not yet completed this training, please complete it at your earliest convenience, and provide a copy of your completion certificate.

(Over, Please)

**Good Shepherd Parish
99 Main Street
Wayland, MA 01778
(508) 650-3545**

Annual Employee/ Volunteer Acknowledgement

Fiscal Year 2026 (July 2025-June 2026)

1. Archdiocese of Boston Policy Documents

- ☐ I have received the Archdiocese of Boston Sexual Harassment Policy and Employee Code of Conduct, or Volunteer Code of Conduct

2. CORI

- ☐ I have completed my CORI Request form.

3. VIRTUS

- ☐ I have completed the VIRTUS Protecting God's Children for Adults training program and:
- ☐ My completion certificate is on file with Good Shepherd Parish
- ☐ I have enclosed my completion certificate
- ☐ I want to enroll in the following Good Shepherd Parish VIRTUS Protecting God's Children session:
- ☐ September 27, 2025
- ☐ October 25, 2025
- ☐ January 31, 2026
- ☐ I will enroll in a VIRTUS Protecting God's Children session at another location and will provide my completion certificate.

4. Contact Information and Signature

Name (Please Print)	Email Address	Phone Number

Signature	Date



ARCHDIOCESE OF BOSTON
66 BROOKS DRIVE
BRAINTREE, MASSACHUSETTS 02184-3839

CRIMINAL OFFENDER RECORD INFORMATION (CORI) ACKNOWLEDGEMENT FORM

The Archdiocese of Boston, Office of Background Screening is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purposes of screening current and otherwise qualified prospective employees, subcontractors, or volunteers.

As a prospective or current employee, subcontractor, or volunteer, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to the Archdiocese of Boston, Office of Background Screening to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the Archdiocese of Boston, Office of Background Screening with written notice of my intent to withdraw consent to a CORI check.

I also understand, that The Archdiocese of Boston, Office of Background Screening may conduct subsequent CORI checks within one year from the date this Form was signed by me. By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

SIGNATURE _____

DATE _____

PLEASE CHECK ONE:

☐ Parish Volunteer

☐ Parish Volunteer – Ministering to elderly

☐ Priest

☐ Deacon

☐ Seminarian

☐ Paid Parish Staff

☐ Contractor

☐ Educator

☐ School Staff

☐ School Volunteer

☐ Contractor

PLEASE CHECK ONE:

☐ Employee - Position/Title: _____

☐ Volunteer - Position/Ministry: _____

PLEASE CHECK ONE:

NEW

☐

a FY26 NEW CORI – (I did not complete a CORI last year.)

RENEWAL

☐

a FY26 RENEWAL CORI – (I did complete a CORI last year.)

GOOD SHEPHERD PARISH

WAYLAND, MA

NAME OF AGENCY/PARISH/SCHOOL SUBMITTING CORI

CITY/TOWN

SUBJECT INFORMATION

The fields marked with an asterisk (*) are required by the Massachusetts Department of Criminal Justice Information Services (DCJIS) for CORI processing.

* First Name: _____ Middle Initial: _____

* Last Name: _____ Suffix (Jr., Sr., etc.): _____

* Maiden Name (if applicable): _____

* Former Last Name 2: (if applicable): _____

* Former Last Name 3: (if applicable): _____

* Date of Birth (MM/DD/YYYY): _____ Place of Birth: _____

* Last SIX digits of Social Security Number: _____ -- _____

Sex: _____ Height: _____ ft. _____ in. Eye Color: _____ Race: _____

Driver's License or ID Number: _____ State of Issue: _____

Father's Full Name: _____

Mother's Full Name: _____

CURRENT ADDRESS

* Street Address: _____

* Apt. # or Suite: _____ *City: _____ *State: _____ *Zip: _____

SUBJECT VERIFICATION

The above information was verified by reviewing the following form(s) of government-issued identification:

Verified By:

Print Name of Verifying Employee

Signature of Verifying Employee

Date

VERIFICATION BY NOTARY:

On this _____ day of _____, 20____, before me, the undersigned notary public, personally appeared _____ (name of document signer), proved to me through satisfactory evidence of identification, which were _____, to be the person whose name is signed on the preceding or attached document in my presence.

(seal)

Notary Public Signature

Go to the internet and look for **VIRTUS® Online (virtusonline.org)**

IF YOU ARE A FIRST TIME REGISTRANT

TUS*Online*

[Services / Programs](#)
[Resources](#)
[Reporting Child Abuse](#)
[Contact Information](#)
[Help / FAQs](#)

SETTING ACCOUNTS

Sign 1




DISFRANT

4.0 INSCRIPCION


ship

VIRTUS® Online Training / Tracking Platform
Protecting God's Children® for Adults
Teaching Safety - Empowering God's Children™
Protecting All Children™ for Adults
Pathways™ for Religious Orders

Human Trafficking Awareness

 Human trafficking is more common and more pervasive than anyone likes to think. Understanding the reality and spreading awareness is an important first step to combatting this crime. [Read More](#)

May the month of blossoms and sweet Springtime be the most fitting month to honor Mary Our Blessed Mother

 There are many practical ways to keep babies safe. Along with these important steps, here are some questions to regularly ask yourself if you care for a baby.

- ☐ I can post the National Human Trafficking Hotline information in a public place
- ☐ I can communicate with youth around me as a safe resource
- ☐ All of the above

Submit Vote!

2) BEGIN THE REGISTRATION PROCESS.

A Member and Officer of
THE NATIONAL CATHOLIC POSTAL UNION, CHARTERED 1897

VIRTUSOnline

➔ **Compare the reported stock prices**

→ You + list of countries

IN THE CHOICES AND SELECT BOSTON

A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.



Please select your Archdiocese/Diocese/Religious Organization from the list below:

1. Your organization
 2. Ministry of the Midwest
 3. Diocese
 4. re (Archdiocese)
 5. University
 6. ent (Diocese)
 7. ctive Sisters of Pittsburgh
 8. fiam (Diocese)
 9. Trinity Shrine and East Center (Fort Mill, AL)
 10. College High School
 11. College
 12. MA (Archdiocese)
 13. sort CT (Diocese)
 14. NY - VIRTUS Child Protection (Diocese)
 15. n Catholic Cemeteries - Anti Harassment Only
 16. nline TX (Diocese)
 17. NY (Diocese)
 18. tem VT (Diocese)
 19. n Catholic Eparchy of Parma
 20. zantine Catholic Eparchy of Passaic
 21. e Heart Work.com

4) ANSWER THE QUESTIONS TO COMPLETE THE SIGN UP PROCESS

A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

VERTUS[®]Online

Have you previously registered with VIRTUS Online?

Yes **No**



To: All Archdiocese Staff (Lay, Clergy, Non-Ordained Religious, Volunteer)
Date: March 2021
Subject: SEXUAL HARASSMENT POLICY DISTRIBUTION

I. POLICY STATEMENT:

In keeping with our belief in the inherent dignity of each and every individual person, it is the goal of the Archdiocese of Boston to provide a work environment where all persons are treated with respect. Consistent with this goal, it is the policy of the Archdiocese of Boston to promote a workplace that is free from sexual harassment.

Sexual harassment occurring in the workplace or in any setting in which staff members may find themselves in connection with their employment or assignment is unlawful, demeaning to the individual, and will not be tolerated. Similarly, retaliation against an individual who has, in good faith, raised a concern about sexual harassment, or against any individual cooperating with a sexual harassment complaint investigation, is also unlawful and will not be tolerated.

To maintain a workplace free from sexual harassment, this policy includes definitions of sexual harassment, examples of inappropriate conduct and a process for reporting complaints of sexual harassment. Additionally, because the Archdiocese takes allegations of sexual harassment seriously, we will respond promptly to such complaints and, where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy promotes a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for any workplace conduct which the Archdiocese deems unacceptable, regardless of whether or not the conduct meets the definition of sexual harassment.

II. DEFINITIONS:

II.A. Sexual Harassment:

Massachusetts' legal definition for sexual harassment is as follows: "*sexual harassment*" means unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- (a) Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment/assignment or as a basis for employment/assignment decisions; or

- (b) Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a superior for sexual favors in exchange for actual or promised position benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other unwelcome sexually oriented conduct that has the effect (whether it is intended or not) of creating a work place that is sexually hostile, offensive, intimidating or humiliating to male or female staff members, may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances – whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct; gossip regarding one's sex life; sexually-oriented comments about an individual's body; comments about an individual's sexual activity, deficiencies, or prowess;
- The display of sexually suggestive objects, pictures, cartoons, etc.;
- Sexually explicit voice mail, e-mail, graphics, downloaded material or websites in the workplace;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

II.B. Retaliation/Retaliatory Action:

All staff members should take special note that retaliation against an individual who has, in good faith, complained about sexual harassment, and retaliation against individuals for cooperating or assisting with an investigation of a sexual harassment complaint is unlawful and will not be tolerated.

For the purpose of this policy, the terms "retaliation" and retaliatory action" can include, but are not limited to (a) the denying or withholding of any tangible job benefits, e.g., promotions, increases in compensation, benefits, and requested transfers or (b) the assessment of an adverse employment decision against the staff member, e.g., job demotion, unfavorable job evaluation, withholding of a favorable recommendation, undesired transfer or change in work schedule, or other unfavorable change in the terms and conditions of employment. Retaliation can be any action that produces an injury or harm that a reasonable employee would find materially adverse and/or which might dissuade a reasonable employee from making or supporting a complaint of harassment. In addition to actions that are materially disadvantageous, retaliation also includes threats, intimidation, coercion, or

other interference with employment directed toward a person because the person complained of harassment or assisted or encouraged another who complained of harassment.

III. PROCESS FOR COMPLAINTS OF SEXUAL HARASSMENT:

If you feel you have been subjected to sexual harassment, you should report the matter, either orally or in writing, to your immediate supervisor, agency director, parish school principal, parish business manager or pastor. Central Administrative Offices supervisory personnel who receive a complaint should, in turn, promptly inform their agency director. Parish supervisory personnel (parochial vicars, school principals, DREs, business managers, directors of music, youth ministry coordinators, etc.) should promptly inform the pastor of any such complaints. Upon receipt of a complaint, it is the responsibility of the agency director or pastor to promptly notify Human Resources so that an appropriate investigation may be conducted.

If, for any reason, you feel that you cannot report the matter to your immediate supervisor, agency director, school principal, parish business manager or pastor, you should report the incident to Jim DiFrancesco, Director of Human Resources, Archdiocese of Boston, 66 Brooks Drive, Braintree, MA 02184, (617) 746-5829 or Joyce Contrucci, Human Resources Generalist, Archdiocese of Boston, 66 Brooks Drive, Braintree, MA 02184, (617) 779-3886. These individuals are available to discuss any concerns you may have and to provide information to you about our Policy on Sexual Harassment and our complaint process.

IV. SEXUAL HARASSMENT INVESTIGATION:

Upon receipt of a complaint, we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include:

- A private interview with the person filing the complaint
- Interview(s) with any/all witnesses
- An interview with the person alleged to have committed sexual harassment

Upon completion of the investigation, we will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate, we will also impose disciplinary action.

V. DISCIPLINARY ACTION:

If it is determined that inappropriate conduct has been committed by a staff member, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment and/or assignment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

VI. STATE AND FEDERAL REMEDIES:

In addition to the Archdiocesan Sexual Harassment Policy, if you believe you have been subjected to sexual harassment, you may also file a formal complaint with either or both government agencies listed below:

The United States Equal Employment Opportunity Commission ("EEOC")

www.eeoc.gov

John F. Kennedy Federal Building

475 Government Center

Boston, MA 02203

Phone: 1-800-669-4000 TTY: 1-800-669-6820

The Massachusetts Commission Against Discrimination ("MCAD")

www.mass.gov/mcad

One Ashburton Place, Room 601

Boston, MA 02108

Phone: (617) 994-6000

TTY: 617-994-6196

Using the complaint process within the Archdiocese does not prohibit you from filing a complaint with these government agencies. Both agencies have a short time limitation (from the time of alleged harassment) in which you must file a formal complaint/claim: EEOC – 300 days; MCAD – 300 days.



Archdiocese of Boston

CODE OF CONDUCT FOR VOLUNTEERS **OF THE ROMAN CATHOLIC ARCHDIOCESE OF BOSTON**

The Roman Catholic Archbishop of Boston (the "Archbishop") places the highest value on the integrity and high moral standards of those who volunteer in support of the work of the Church. With these principles in mind, the Archbishop, in both his canonical role and on behalf of Roman Catholic Archbishop of Boston, a Corporation Sole ("RCAB"), hereby promulgates this Code of Conduct for Volunteers (the "Code" or "Code of Conduct").

This Code of Conduct shall apply to all volunteers ("Volunteers") who support central ministries, parishes, shrines, chapels, and/or parish schools. A "Volunteer" means an individual who performs authorized voluntary service to or for the benefit of RCAB or any department, institution, affiliate or agency thereof, without compensation, for the benefit of the Church and in aid of a recognized RCAB purpose. A Volunteer is not an employee and may be released at any time, without cause or reason, and without right of appeal. This Code shall not apply to separately incorporated organizations, including, but not limited to, Catholic Charities, independent Catholic Schools, or other Catholic organizations. However, those organizations are encouraged to adopt a Code of Conduct based upon this model.

Responsibility for adherence to the Code rests with each individual. It is required that all Volunteers shall have read the Code carefully and understand what is expected of them in their respective roles with the Archdiocese of Boston.

Principles of Ethics and Integrity

As representatives of the Church and of the Archbishop, all Volunteers must act responsibly and in a manner that will reflect favorably on the Church and the Archdiocese. Accordingly,

1. Volunteers will, in the exercise of their responsibilities for the Archdiocese, conduct themselves in a manner that is consistent with the teachings of the Roman Catholic Church as enunciated by the Holy Father and the Bishops in communion with him; more specifically, Volunteers shall, in all such matters, accept, rely upon and defer to the teaching authority of the Archbishop in all matters of faith and morals.

2. Volunteers will exhibit the highest ethical standards and personal integrity.
3. Volunteers will continually and objectively examine and evaluate their own actions and intentions to ensure that their behavior promotes the welfare and reputation of the Archdiocese.
4. Volunteers will follow applicable federal, state and local laws and regulations, including, without limitation, mandated reporting requirements to the extent legally applicable.
5. Volunteers will establish clear, appropriate boundaries with anyone with whom they have a relationship in their role as a Volunteer.
6. Volunteers will be responsible stewards of the resources, human and financial, of the Archdiocese, which are entrusted to them in their role as a Volunteer.
7. Volunteers must not engage in or encourage physical, psychological, written, social media-based or verbal harassment of individuals with whom they interact and should seek to provide and preserve a professional environment that is free from intimidation and harassment.
 - Harassment encompasses a broad range of physical, written, social media-based, or verbal behavior, including, but not limited to: physical or mental abuse, racial insults, derogatory ethnic slurs, bullying, unwelcome sexual advances or touching, sexual comments or sexual jokes, requests for sexual favors used as a condition of employment, or to affect other personnel decisions, such as promotion or compensation, and the display of offensive materials.
 - Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive, or intimidating work environment.
8. Volunteers working with children and youth under age 18 and any individual over the age of 18 who habitually lacks the use of reason or is otherwise vulnerable ("Protected Individuals") must maintain an open and trustworthy relationship with them and their parents, guardians or other adults responsible for their welfare, must be aware of their own and others' vulnerability when working alone with them and should consider a collaborative approach when working with them.
 - Physical contact with Protected Individuals can be misunderstood and should occur only when completely nonsexual and otherwise appropriate under the circumstances, and never in private. One-on-one meetings with any Protected Individual are best held in a visible