



10134 S. Longwood Drive, Chicago IL 60643 773-779-1166
St. Barnabas – making a difference through Faith, Family and Friendship

Below are the procedures required for all Volunteers who serve in parishes and schools within the Archdiocese of Chicago. If you are interested in chaperoning or volunteering for ANY Youth Ministry event or even joining your son/daughter at a Youth Ministry event then you will need to become an approved volunteer. We appreciate your cooperation.

We very much need your assistance and would be grateful for as many parents as possible to complete this process. Please do not hesitate to contact Maryellen Harrington in the Rectory with any questions or assistance.

Thank you
Maryellen Harrington
Youth Minister

Criminal Background Check & Virtus Training Registration Instructions

The Chicago Archdiocese requires all volunteers to complete an online *Criminal Background Check*, as well Virtus training. To assist you with this, please follow these steps:

To complete Criminal Background Check form:

- Log on to www.archchicago.org
- Scroll down the left hand side and double click on “Protecting Children”
- Click on “Click here to register”
- Type in “Chicago” on the Primary Parish line. A list of parishes will be displayed
- Scroll down till you find St. Barnabas
- Be sure to select the church and not the school as the youth ministry is a parish ministry. 10134 S. Longwood Drive)
- Type in the word “protection” for the Access Code
- Select Archdiocese of Chicago
- Select Volunteer
- User ID = your first initial and last name (i.e.: jdoe)
- Password = your first initial and last name and the word protect (For example, jdoeprotect)

The remaining instructions are easy to navigate. At the bottom of this page, click “Submit Registration.” You will be prompted to input your User ID (first initial last name) and Password (first initial last name protect). You are now on the Application Overview Page.

- Make sure you complete all sections and when finished, click “Submit Application.”
- When the screen says “Your application has been successfully submitted”, you are finished.

To register for Virtus training:

- Log on to http://www.virtus.org/virtus/protecting_children.cfm
- Click on “Registration” in the green box
- Select Chicago Archdiocese
- Create a username and password, and keep a record of it
- Fill out the registration form, and select a three-hour *Protecting God’s Children for Adults* session at a time and location that meets your schedule.

Following Virtus training, it is also required that you keep up with periodic online training bulletins. You can access your personal training through the Virtus website, using the username and password you created when you registered for the Virtus training session.