

Dear Co-Worker in Christ:

We are all aware of the grave problem of the abuse of children that exists within society. Each of us must do all that we can to help protect those children entrusted to us. This is especially important for those that work and minister in the Church.

As a critical part of our safe environment policy for young people, the Diocese of Pittsburgh is creating a centralized electronic database of those that work and minister in the Church who have contact with young people under the age of 18. To create this secured diocesan database, all who have contact with the youth of our parish are now required to create an electronic file by completing an application. This includes any clergy, religious, employee or volunteer in the parish who have contact with youth in their work or ministry.

The centralized diocesan database is our means to ensure that the Church – locally and nationally – not only fulfills the mandate of the Church in the United States as outlined in the *Charter for the Protection of Children & Young People* and the clear requirements of the 2004 diocesan policy, but also meets the requirements of state and federal law.

Completing the application that will create your file for the diocesan database will take about 20 minutes of your time. If you have access to the Internet at home, at work, or at the local library, you can complete the application online. If you do not have access to the Internet, or are uncomfortable completing the application online, you can obtain a paper copy of the application, fill it out and return it to the parish.

These are the things I need back from you:

- Registration for a Protecting God's Children workshop
- Child Abuse History Clearance
- The last page in the Code of Pastoral Conduct booklet (the booklet is yours to keep)
- Appendix D: Protocol for Reporting Suspected Child Abuse (please sign one, the other is yours to keep)
- Cardinal Clause (only required of catechists & catechist aides)

Thank you so much for all you do for the Church, and for helping to ensure that our parishes, schools and ministries are safe environments for our children. If you have any questions, or need help filling out the forms, please do not hesitate to call me at 724/287-7590 or email me at [stjohnpsa@zoominternet.net](mailto:stjohnpsa@zoominternet.net)

Blessings,

Amanda Kramer  
Safe Environment Coordinator