

VIRTUS – Arlington Diocese’s Volunteer Child Protection Requirements

All adult volunteers working with youth in the Catholic Diocese of Arlington must maintain compliance with the diocesan’s [Office of Child Protection and Safety](#). If you are volunteering at VBS for the first time and are not Virtus Certified from previous ministry volunteer work, please do the following:

1. Contact Jan Clark (email: jclark@sttimothyparish.org) in the Parish Office at (703) 814-7980 to obtain your package of forms or download the forms here:
 - [Diocesan Child Protection Office Questionnaire](#),
 - [Diocesan background check-authorization-waiver](#),
 - [Diocesan Request for Search of the Central Registry](#),
 - [Acknowledgement of the Diocesan Child Protection Policy](#),
 - [Diocesan Code of Conduct for the Laity](#)
2. Schedule an appointment with Jan Clark to review your completed forms.
3. Attend the VIRTUS training “Protecting GOD’s Children” (approximately 4 hours). Classes are available around the diocese throughout the year. Register at [VIRTUS® Online](#). St. Timothy is scheduling a VIRTUS training program and dates will be posted as soon as they are known.

Please note, the background check and clearance process takes approximately 4-6 weeks. If you fear your clearance will not be done in time, proceed with it anyway. If you are not cleared before the start of VBS, you will be ready for next year or any other ministry with children that you wish to participate in the Diocese of Arlington.