



**PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM**

- Please list all **current** parish employees and volunteers.  
(*DO NOT LIST* catechetical leaders, catechists, principals, or school staff)
- For each person listed, please place an X or ✓ under either **Employee** or **Volunteer** to indicate their status.  
(If the person is both an employee and a volunteer, please place an X under Employee only)
- For each person listed, please list their position/role.
- For each person listed, please place an X or ✓ under either **YES** or **NO** under **VIRTUS Training Completed** to indicate whether or not he/she has had VIRTUS training.  
(If you do not know whether or not the individual has been VIRTUS-trained, please refer to your instruction sheet on how to view the list of VIRTUS-trained personnel)
- For each person listed, please ✓ next to **YES** or **NO** under **Background Check Completed** to indicate whether or not he/she has been background-checked.  
(If you do not know whether or not the individual has been background-checked, please note that the records of persons from your parish who have been background checked are maintained in your parish rectory files)

Name	Status If both, please mark under "Employee" only		Position/Role	VIRTUS Training Completed		Background Check Completed	
	Employee	Volunteer		Yes	No	Yes/No	If "No", Must Be Done Immediately
						<input type="checkbox"/> Yes	
						<input type="checkbox"/> No	Immediately
						<input type="checkbox"/> Yes	
						<input type="checkbox"/> No	Immediately
						<input type="checkbox"/> Yes	
						<input type="checkbox"/> No	Immediately
						<input type="checkbox"/> Yes	
						<input type="checkbox"/> No	Immediately
						<input type="checkbox"/> Yes	
						<input type="checkbox"/> No	Immediately
						<input type="checkbox"/> Yes	
						<input type="checkbox"/> No	Immediately
						<input type="checkbox"/> Yes	
						<input type="checkbox"/> No	Immediately
						<input type="checkbox"/> Yes	
						<input type="checkbox"/> No	Immediately

I affirm that the above is true to the best of my knowledge.

\_\_\_\_\_

Pastor/Delegate Signature

\_\_\_\_\_

Date

**Please note: This report is due in the Safe Environment Office by June 1<sup>st</sup> each year.**

A blank copy of this two-page report can be found on the Diocesan website under *Pastoral Documentation, Office, Safe Environment*. It is entitled *Pastors' Annual Report Printable Form*.

It is recommended that you keep a copy of this report in your files for future reference.