

ST. JOHN NEUMANN CHURCH
2230 Rochester Road
Pittsburgh, PA 15237
(412)366-2020
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July 9, 2009.

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 we can to help protect those children entrusted to us. This is especially important for those who work and minister in our Catholic Church.

As a critical part of our safe environment policy for young people, the Diocese of Pittsburgh has commissioned a centralized electronic database for those adults, 18 or older, who work and minister in the Church and who have contact with young people under the age of 18. To create this secured database, all who work or volunteer in 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 – catechist, aide, youth ministry worker, liturgical minister, etc.

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

Most important, this centralized database is vital in sustaining a safe environment for our children throughout the Diocese of Pittsburgh. We can expect nothing less of ourselves as we seek not only to fulfill mandates, but indeed to be the standard-bearer in society for the protection of young people. Only two SJN parish staff members – Barbara Matera & Jeanette Pappert – will have access to the database. In addition, Ron Ragan, a life-long diocesan employee and the diocesan director for the recently created **Office for the Protection of Children and Young People** will also have access.

All information entered on the diocesan database is kept in confidence and is well protected. **Please note that volunteers are not required to submit their Social Security numbers for the database.**

Jeanette Pappert, SJN parishioner and member of the secretarial staff holds the position of **Parish Site Administrator** for the diocesan database. If you have questions about the application process, please call Jeanette at 412-366-5885 (*extension 15*) to speak with her or leave a private message.

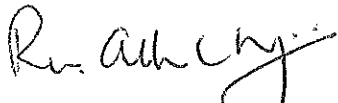
To expedite the process, we have attached a paper copy of the application for you to study/complete before you go on-line. Completing the application that will create your file for the diocesan database will take about 20 minutes of your time. If the internet is available at home or at work, please complete the application on-line by accessing the diocesan website, www.diopitt.org and clicking on the Database Application icon. (An instruction card is included).

If you do not have access to the internet, or are uncomfortable completing the application on-line, you can send a paper copy to the parish (*St. John Neumann Church, 2230 Rochester Road, Pittsburgh, PA 15237 Att: Jeanette Pappert*) or come in person to St. John Neumann to use our designated computer to enter your application with staff assistance. Please call 412-366-5885 (*extension 10*) to arrange with our secretary a time for you to come when the computer is available.

If you do not complete all the parts of this application process, we will be contacting you to see if you are still interested in participating in this parish ministry.

Thank you so much for all you do for the Church, and for helping to ensure that our parishes, schools, education programs and ministries are safe environments for our children.

Sincerely in Christ,



Rev. Albin C. McGinnis
Pastor