



Dear Co-Worker in Christ:

We are aware of the grave problem of the abuse of children that exists within society. Each of us must do all that we can do to help protect those children entrusted to us. This is especially important for those who work, volunteer 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 volunteer in the Church who have contact with young people under the age of 18. To create this database, all who work or volunteer in our parish are 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 the 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 also to be the standard-bearer in society for the protection of young people. Only one St. John Neumann Parish staff member, Susan Bodziach, has access to the database. In addition, Phyllis Haney, a long-time employee of the Diocese of Pittsburgh and the Director of the Office for Compliance, also has 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.**

Susan Bodziach, St. John Neumann parishioner and Safe Environment Coordinator for both Assumption and St. John Neumann parishes, holds the position of Parish Site Administrator for the diocesan database. If you have any questions about the application process, please call Susan at 412-366-2020, extension 14 to speak with her or to leave a private message.

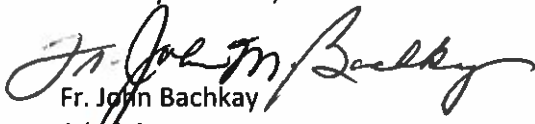
Completing the application that will create your file for the diocesan database will take approximately 20 minutes of your time. If the internet is available at work or home, please complete the application online by accessing the diocesan website, www.diopitt.org and scrolling down to the Safe Environment Compliance portion of the website. If you refer to the forms section of the St. John Neumann website, you will find more thorough directions for how to access and fill out the database application.

If you do not have access to the internet, or are uncomfortable completing the application online, you can request a paper copy from Susan Bodziach and she can either email it to you or send you a copy of the forms via US Mail. Susan will then enter your information for you.

If you do not complete all parts of this application process, we will contact you to see if you are still interested in participating in this parish ministry. Your online application will remain ready for you to fill out for 30 days after you initially log in. If you do not complete it within that 30 day period, it will be deleted from the diocesan database and will have to be recreated from the beginning.

Thank you so much for all that 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,



Fr. John Bachkay
Administrator