

**Lourdes Catholic School
Volunteer Requirements
September 2023**

All volunteers need to contact Mrs. Wermes before they can help in the school. Please read the attached note as I have tried to explain the process EVERYONE must go through before volunteering at Lourdes. Please do not let this be a reason you don't help out at school—although a bit confusing to understand, we want your help and need your help! I hope if you have any questions at all, that you will contact Mrs. Wermes.

If you are new to volunteering, or have been helping for a decade or more, this is information that applies to you.

[Please read this helpful note](#) from (soon to be Arch)Bishop Zinkula regarding Safe Environment requirements in the Diocese of Davenport.

Be advised as well that Fr. Crossen requires every Employee and Volunteer working in Lourdes Catholic School or with Lourdes Catholic School Youth, to have completed the Safe Environment program, which includes a background check, and in some cases, when working with money, a credit check as well. This is for the safety of every child entrusted to our care.

VIRTUS has been phased out and has transitioned to CMG Connect which is serviced through Catholic Mutual Group. We no longer have access to VIRTUS at all, if you had a prior account, it should have transitioned to CMG. However, it may need to have requirements completed, even if you just updated VIRTUS, because it is a new program and compliance requirements have been updated. **The previous schedule of expected requirements is no longer valid.**

We love and appreciate ALL of our Volunteers at Lourdes Catholic School. Without you, our school simply would not be at its best. And we know that as a fact, having been through a couple years of Covid when we unfortunately were unable to welcome many volunteers at all. You are a vital part of the school being the working partnership of education and family that it is.

The Safe Environment Coordinator for Lourdes Catholic School is Mrs. Katherine Wermes.

Her email address is: Katherine.wermes@lourdes.pvt.k12.ia.us Mrs. Wermes is required to keep records on every volunteer, where they will be volunteering and needs to know what you are planning to volunteer for, so you get the correct training assigned to you.

1. **Regardless of prior status, please contact Mrs. Wermes before volunteering, to ensure your status is current in CMG Connect.** She will assist you in accessing your account and letting you know what your status is and what you need to do to be up to date. Please let her know if you have completed CMG Connect in a different parish in the Diocese of Davenport, so she can request access to locate your profile. At this time, we are unable to transfer information from any other Diocese. Ask Mrs. Wermes for instructions if you have any questions.
2. **If you are existing and up to date,** you will be given permission to start volunteering immediately.
3. **If you are existing and need training & a background check,** you will be given instructions on how to log in and complete. You may not volunteer until you have

completed the requirements, have contacted Mrs. Wermes to confirm that your background check has cleared and you are able to volunteer. Please bear in mind that in some cases, it can take 7-10 business days for Background checks to clear.

4. **If you are NEW,** you will be required to register as a new volunteer with instructions from Mrs. Wermes, let her know when you have finished so she can make sure nothing was missed. When your training is complete and your background check is cleared, you will be contacted and told you are ready to volunteer. Please bear in mind that in some cases, it can take 7-10 business days for Background checks to clear.