

Safe Environment Audit Workbook Instructions for the audit period of July 1, 2022-June 30, 2023

1. All parishes must complete Schedules A, B, and C
2. All parishes with a school must complete Schedules A, B, C, D, E, and F
3. The three (3) High Schools must complete Schedules A, D, E, and F
4. The categories listed below were defined by the USCCB
 - a. CHILDREN/YOUTH
 - b. PRIESTS
 - c. DEACONS
 - d. CANDIDATES FOR ORDINATION
 - e. EMPLOYEES
 - f. EDUCATORS
 - g. VOLUNTEERS

Schedule instructions:

1. **Schedule A – Clergy**
 - a. Please include all Priests (retired too), Deacons and Candidates for Ordination who continue to celebrate Mass, weddings, baptisms, etc.
 - b. All entries will be labeled as “PRIEST”, “DEACON” or “CANDIDATE FOR ORDINATION”
2. **Schedule B – Parish Staff**
 - a. Please include all adults in the parish who receive a W2 or 1099 tax form only.
 - b. All entries will be labeled as “EMPLOYEE”, job titles are not required.
3. **Schedule C – Parish Volunteers**
 - a. Please include all adult volunteers who worked with children and vulnerable adults during this audit period.
 - b. All entries will be labeled as “VOLTUNTEER”, job titles are not required.
 - c. If an adult is included on “Schedule B – Parish Staff”. Please do not create a duplicate entry on “Schedule C”.
4. **Schedule D – Principal and Teachers**
 - a. Please include only the Principal and Teachers.
 - b. All entries will be labeled as “EDUCATORS”, job titles are not required.
5. **Schedule E – School Staff**
 - a. Please include all adults in the school who receive a W2 or 1099 tax form only.
 - b. All entries will be labeled as “EMPLOYEE”, job titles are not required.

6. Schedule F – Parish Volunteers

- a. Please include all adult volunteers who worked with children and vulnerable adults during the audit period.
- b. All entries will be labeled as “VOLTUNTEER”, job titles are not required.
- c. If an adult is included on “Schedule B – Parish Staff” or “Schedule E School Staff”. Please do not create a duplicate entry on “Schedule F”

The documents labeled EGCCP and PGCA require signatures. Please scan and include them in the same email as your workbook.

Questions regarding the Audit Workbook should be directed to Kathy Lafakis, 219.769.9292 x280 or klafakis@dcgary.org.

Please email the completed workbook with signed pages on or before **June 5, 2023** to klafakis@dcgary.org.

Thank you!