Thank you for taking a leap of faith and agreeing to help instruct our little ones! God will bless you abundantly! Please, always reach out to me at any time with any questions of concerns.

Elizabeth Knipe – Cell # 908-421-0497. Put it in your address book so you can reach me. You can also reach me by way of the class tag app.

I’m always happy to help. Please always call or text my cell if something happens and you won’t make it to class. The sooner I know the better of course, but things happen. Do NOT rely on email since I do not get emails on my phone. Feel free to email anything to me that doesn’t require immediate attention.

There are a few steps that need to be addressed as you take on this new role.

* Every person in the Catholic Church that has direct contact with children must take the ‘Protecting God’s Children’ class. It is a one-time 3 hour class. This class must be taken in the next two months in order to continue to teach.
	+ You must log on to [www.virtus.org](http://www.virtus.org)
	+ There are sessions available at Immaculate Conception in Annandale.
	+ On the left – First Time registrant
	+ Click “View a list of sessions
	+ Drop down list – Metuchen, NJ (Diocese)
	+ Select
	+ Once you choose a session, click at top of page “Start registration”
	+ You must pre-register for a class and then let me know which session you sign up to attend.
	+ After attending a session they will give you a certificate of attendance and I will need a copy of that too.
* You will need to get a background check. I am attaching links to a few things you will need. The form for this must be completed and brought with you to the appointment you make. The address is : [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj)
	+ You will need to create an account with our Parish’s account number which is MET-078. This MUST be on the form or we won’t receive the proper information back from the State. It goes in box #7 - Contributor’s case # (Unique identifier) There is a $24.05 fee for the background check. If you would like the parish to cover the cost, please feel free to let me know but you will need to either pay in full at the time of scheduling your appointment. The closest place is right in Annandale.
	+ Please make a copy of the form and receipt after you get your fingerprints done and hand it in to me. It takes time to receive a report back since it goes to the Diocese and I only receive a notice of approval once they review it. No report comes to me from the State.
* There are Volunteer Catechist applications that need to be completed and returned to me. See me for copies or you can get them from the church website.
* The Diocese puts out a Code of Conduct that is also on the church website.
* Please read both and sign the accompanying acceptance forms and return to me.

I know this ‘looks’ like a lot but it really isn’t considering we are trying our best to protect our children.

Thank you again and I am looking forward to working with all of you!!!

Elizabeth Knipe