



**Saint Philip**  
CATHOLIC CHURCH *Est. 1871*

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Date: August 13, 2015

To: All Employees and Volunteers

From: Kim Leisinger, Director of Administration

Re: Diocese of Nashville Safe Environment information, including Diocese of Nashville Profile Form, Authorization to Obtain Information and Release Form and Acknowledgement Form

In an increasingly complicated society of which we are a part, it has become necessary to meet certain requirements for volunteers and paid employees of for-profit and not-for-profit entities such as our parish.

One of those requirements is that each volunteer and paid employee complete a profile form which includes personal and business references and also complete a release form prior to becoming involved in any ministry that involves working with children or becoming an employee of the parish.

Attached for your review and consideration is the DIOCESE OF NASHVILLE PROFILE FORM and the AUTHORIZATION TO OBTAIN INFORMATION AND RELEASE FORM and ACKNOWLEDGEMENT FORM that we ask you to complete.

**You will need to complete each of these forms, even if you have already done so for another parish or institution of the Diocese.**

These forms provide us the necessary information to ensure that the best interests of our children are maintained. Many of you are parents and can certainly appreciate our need to protect our children to the best of our ability. Completion of these forms is but one measure in that process. Additionally, you must review the copies of the *Code of Conduct*, *Response to allegations of Sexual Abuse of a Minor* and *Response to Allegations of Abuse of a Professional Relationship* which are also attached

Before you can participate in any parish activities involving minors, you will need to do the following:

1. Read the policies and view the education presentation on the Diocese of Nashville website. You will find it under the Child Safety tab. The page is Child and Youth Safety – Safe Environment Program. Here is the link: <http://www.dioceseofnashville.com/child-safety>
2. Complete the enclosed forms;
3. Return all of the completed forms to Lesley Hamilton in the Youth Office as soon as possible;
4. Receive notification from Lesley Hamilton or me that the background screening has cleared you for volunteering or employment.

**Only those individuals who have completed these forms may participate in any parish activities involving minors.** This information will also help us to best utilize the many talents and abilities of our volunteers and employees. We sincerely appreciate all of your efforts made on behalf of our children and if you have any questions, please feel free to call me at 615-550-2836.