

St. Joseph the Worker Church
Office of Christian Formation
985-252-6633 Fax: 985-252-8011
Email janice@sjworker.org

We welcome you to St. Joseph the Worker as an employee or volunteer. The Diocese of Baton Rouge requires ALL employees AND volunteers (who work with children) in each parish to meet its Child Protection requirements. We are not permitted to have anyone work with children in any capacity until they have completed all of the requirements for working with minors.

INSTRUCTIONS ARE LISTED BELOW:

Go to www.diobr.org . Scroll down to the bottom of the page. Click on Child Protection and Victims Assistance. On the left side of the page, click Certification Requirements. Scroll down the page and find the following:

EAPPS Employment Application
EAPPS Volunteer Application
Code of Ethics (English)
Code of Ethics (Spanish)
Code of Ethics (Vietnamese)
Safe & Sacred Online Training Center (Adults)

INSTRUCTIONS FOR EMPLOYEE OR VOLUNTEER APPLICATIONS

Persons needing to complete the **employee** or **volunteer** application, please follow the instructions very carefully and be sure to provide complete information on each area of the application. The system does **NOT** allow us to submit applications which have any areas which do not have **ALL** of the information requested. Once completed the application is to be printed and turned in to our office.

Code of Ethics –

For **those already in the system** and only needing to update the Code of Ethics – click on the Code of Ethics (English). Once it comes up, you may read it online or print it, whichever works best for you. The final page is an acknowledgement showing you have received/read the code. This page must be signed and returned to our office. At this time there is no option to do this electronically.

New Employees or Volunteers - when you go into the Safe & Sacred Online Training, you will find the Code of Ethics included. The same instructions as above apply. You must return the acknowledgement page to us.

Safe & Sacred Online Training – Once you have clicked on Safe & Sacred Online Training Center, follow the instructions for taking the test. At this time, everyone taking the test is to follow the prompt for first time users. Be sure to save your username & password, as it will be required in the future. We recommend that you also call and give this info to us at the office.

