

Registration Instructions for Volunteers Diocese of Savannah

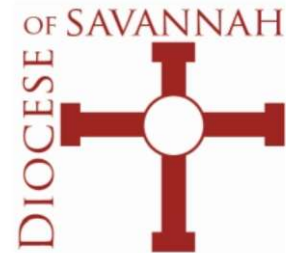
Please register with **VIRTUS Online**. **Please** click on the VIRTUS link to access the VIRTUS Registration page:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=17973



Create a user ID and a password. This is necessary for all participants. This establishes your account with the VIRTUS program.

Click **Continue** to proceed.



Please create a user id and password that you will use to access your account

1. Create a user ID - it must be 4 or more characters, and it is case sensitive.
2. Create a password - it must be 8 or more characters, and it is case sensitive.

Create a User ID:

Create a Password:

Provide all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip Code, Phone Number, and Date of Birth.

(Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.



Please provide the information requested below

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Please enter your name as it appears on your driver's license, passport or other government-issued ID, and we need your full, legal name.

Salutation:

First Name:

Full Middle Name:

Last Name:

Nickname:

Suffix:

Email:

Home Address:

Home Address Cont'd:

City:

State:

ZIP/Postal Code:

Daytime Phone:

Ext:

Evening Phone:

Cell Phone:

Date of Birth:

Select the PRIMARY location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

In this step, **DO NOT** select the location of your training session - you will pick that later.

We are asking for the primary location where you work or volunteer.

Please select the primary location where you work or volunteer.

Location:

Registration Instructions for Volunteers Diocese of Savannah

Select the role(s) that you serve. Please check **all** roles that apply. Additionally, **enter** your title in the box provided that best describes your role.

Click **Continue** to proceed.

Please select at least one primary role you perform at this location

- ☐ **Employee (Parish/Parochial)**
This role is for anyone who is a part or full time paid employee of a parish or school in the Diocese of Savannah, or by stipend on occasional service.
- ☐ **Employee (Diocesan/Eparchial)**
This role is for anyone who is a part or full time paid employee of the Diocese of Savannah, or by stipend on occasional service, and does NOT work at a parish or school.
- ☐ **Volunteer**
This role is for those who provide help in our churches and school and do NOT get paid.
- ☐ **Priest**
Ordained clergy, currently on assignment or retired
- ☐ **Deacon**
This role is for any man who has been ordained to the Permanent Diaconate
- ☐ **Candidate for ordination**
This role is for any man who is currently studying for the priesthood or permanent diaconate for the Diocese of Savannah
- ☐ **Educator**
This role is only for paid employees of the Diocese of Savannah who serve as a classroom teacher or administrator in one of our parochial schools

If you have a title within this organization, please enter it below.
If you do not have a title, please briefly describe what you do for this organization.

Title or Position of Service:

Continue

Your selected location(s) are displayed on the screen.

Select **YES**, if you need to add secondary/additional locations.
(Follow instructions in previous step to select additional locations.)

Otherwise, if your list of locations is complete, select **NO**.

You have chosen following locations and roles:

Catholic Pastoral Center (Savannah)

• Volunteer ✓

Are you associated with any other locations?

Yes

No

Please answer the following question by answering Yes or No.

Are you employed or being considered for employment by the Diocese of Savannah or one of its churches, schools, or locations?

Click on **Continue**.

Are you employed or being considered for employment by the Diocese of Savannah or one of its churches, schools, or locations?

☐ Yes ☐ No

Continue

Please answer the following question by answering Yes or No.

Has the Diocese, Church, or School pulled a background check on you in the past five (5) years?

Click on **Continue**.

Has the Diocese, Church, or School pulled a background check on you in the past five (5) years?

☐ Yes ☒ No

continue

Registration Instructions for Volunteers Diocese of Savannah

Please review the following document on the screen and respond:

➤ Ministerial Code of Conduct

To proceed and acknowledge each document, please **Confirm** by clicking on: "I have downloaded, read, and understand the Code of Conduct for the Diocese of Savannah." and enter your full name and today's date.

Click on **Continue**.

Diocese of Savannah, GA

Ministerial Code of Conduct

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Ministerial Code of Conduct

Revised 08 April 2020

To foster and maintain an atmosphere of trust and safety in its ministry to minors, the Diocese of Savannah has established a Ministerial Code of Conduct. The Diocese expects all Church personnel to maintain high standards of professional, ministerial, and moral behavior.

A. DEFINITIONS

1. A **minor** is defined as anyone under the age of 18. For the purposes of these standards, the term "minor" also includes adults who would be considered sexually vulnerable to abuse.
2. **Physical abuse** is non-accidental injury intentionally inflicted on a minor or vulnerable adult.
3. **Sexual abuse** is any contact of a sexual nature that occurs between a minor and an adult. This includes any activity that is meant to arouse or gratify the sexual desires of either the adult or minor. Abuse of minors is contrary to both the teachings of the Church and behavior expected of Church personnel and is never permissible. Church personnel have a responsibility to actively protect minors from all forms of abuse.
4. **Child sexual abuse material** (i.e., child pornography) refers to any media content that depicts sexually explicit activities involving a minor. The content may include either a depiction of any person body part of a minor, or physical sexual activity.
5. **Church personnel** are defined as any persons – lay, religious or clergy – who are employed by or who volunteer for a diocesan agency or parish.

B. GENERAL GUIDELINES

The following guidelines are intended to assist Church personnel in making decisions about interactions with minors in Church-sponsored and affiliated programs. For clarification of any guidelines or any inquiry about behavior not addressed here, one's immediate supervisor should be contacted. These guidelines do not supersede state law or Diocese of Family & Children Services (FCS) requirements. Any violation of the following guidelines can lead to dismissal from employment or volunteer ministry.

1. Ministry to minors within the Church is at the service of the parents who have the first responsibility to care for and educate their children. Therefore, activities with minors are to be conducted with the explicit knowledge and consent of parents or legal guardians.
2. Church personnel are responsible for releasing minors to their care only to parents, legal guardians, or other persons designated by parents or legal guardians at the close of services or activities. If Church personnel are in possession of the property of releasing a minor, they are to immediately locate or contact their immediate supervisor before releasing the child.
3. Church personnel are to immediately report reasonable or highly sexual behavior changes in minors to parents.
4. While working with minors, Church personnel are prohibited from the use, or being under the influence of alcohol or any illegal drugs. They are also prohibited from harassing, abusing or illegal drugs to minors or permitting minors to use such in their presence.

Diocese of Savannah

OFFICE OF CHILD AND YOUTH PROTECTION

www.diocesofsavannah.org

1-800-955-5555

1-800-955-5555

Problems viewing PDF? [Download](#)

☐ I have downloaded, read, and understand the Code of Conduct for the Diocese of Savannah.

Please provide an electronic acknowledgement to confirm you have read the above documents and completed the Diocese of Savannah Code of Conduct:

Full Name (first, middle, and last): (John D. Smith)

Today's Date: (mm/dd/yyyy)

Continue

Please review the following document on the screen and respond:

➤ Policy on Prevention of Sexual Abuse of Minors

To proceed and acknowledge each document, please **Confirm** by clicking on: "I have downloaded, read, and understand the document." and enter your full name and today's date.

Click on **Continue**.

Diocese of Savannah, GA

Policy on Prevention of Sexual Abuse of Minors

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Policy on Prevention of Sexual Abuse of Minors

Revised 08 April 2020

PURPOSE

In Churches, to foster trust and safety in its ministry to minors, the Diocese of Savannah has established a Policy on Prevention of Sexual Abuse of Minors. The Diocese expects all Church personnel to maintain high standards of professional, ministerial, and moral behavior.

DEFINITIONS

Abuse is any contact of a sexual nature that occurs between a minor and an adult. This includes any activity that is meant to arouse or gratify the sexual desires of either the adult or minor. Abuse of minors is contrary to both the teachings of the Church and behavior expected of Church personnel and is never permissible. Church personnel have a responsibility to actively protect minors from all forms of abuse.

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Full Name (first, middle, and last): (John D. Smith)

Today's Date: (mm/dd/yyyy)

Continue

National Catholic Services LLC

This information last revised August 2026 Page 3 of 5

Registration Instructions for Volunteers Diocese of Savannah

Please answer whether you have previously attended a Protecting God's Children awareness session.

Click on **Continue**.

Have you already attended a VIRTUS Protecting God's Children Session?

YES

NO

Please select the session you wish to attend.

Click on **Continue**.

Please select the session you wish to attend

- ☐ Protecting God's Children Online Awareness Session 4.0 - Savannah
- ☐ Protecting God's Children Online Awareness Session 4.0 - Savannah (Spanish)
- ☐ Protecting God's Children Online Awareness Session 4.0 (Vietnamese Subtitles)
- ☐ Protecting God's Children Online Awareness Session 4.0 (Closed Captioning)
- ☐ Protecting God's Children Online Awareness Session 4.0 (Korean Subtitles)

Continue

Click on **You have 1 online module assigned**, and then click on the **green circle** to begin the **Online Training**

Upon completion, the last screen will allow you to **print** a certificate, and you can always log back into your account and access the certificate. You also will have access to submit a background check.

Current Training



You have 1 online module assigned

Online Training Modules

To begin your online training, please click the title of your assigned training:

 [Protecting God's Children Online Awareness Session 4.0 - Savannah](#)
Assigned: 08/12/2026
Due: 08/26/2026

Registration Instructions for Volunteers Diocese of Savannah

Please click on 'You are missing a background check' to access and submit a background check through Selection.com.

Background Checks



**You are missing
a background check**

Please proceed by clicking on Begin your Selection.com Background Check.

PLEASE PROCEED TO THE NEXT STEP: REGISTERING FOR BACKGROUND SCREENING

[Begin your Selection.com Background Check](#)

You will be directed to the Fastrax website to complete your background check.

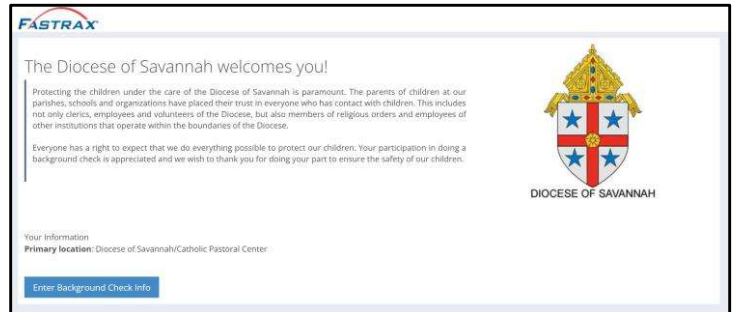
Within the website of FASTRAX®, please click on Enter Background Check Info to proceed.

Please complete the following steps within the background check process, which include reviewing the inquiry release, entering applicant information, a final review, and the submission of the background check.

To contact the background check provider with any issues within FASTRAX, please contact the Selection.com helpdesk at 800-325-3609.

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870.

Thank you!



FASTRAX

The Diocese of Savannah welcomes you!

Protecting the children under the care of the Diocese of Savannah is paramount. The parents of children at our parishes, schools and organizations have placed their trust in everyone who has contact with children. This includes not only clerics, employees and volunteers of the Diocese, but also members of religious orders and employees of other institutions that operate within the boundaries of the Diocese.

Everyone has a right to expect that we do everything possible to protect our children. Your participation in doing a background check is appreciated and we wish to thank you for doing your part to ensure the safety of our children.

DIOCESE OF SAVANNAH

Your Information
 Primary location: Diocese of Savannah/Catholic Pastoral Center

[Enter Background Check Info](#)